COMNAVSURFLANT/COMNAVSURFPAC INSTRUCTION 4400.1J

Subj: SURFACE FORCE SUPPLY PROCEDURES (SURFSUP)

1. Purpose. This instruction provides policy and procedures for supply operations in NAVSURFLANT and NAVSURFPAC ships and is effective upon receipt.

2. Cancellation. COMNAVSURFLANT/COMNAVSURFPAC INSTRUCTION 4400.1H

3. Changes. This is a complete reprint of the basic instruction. The Summary of Changes lists significant changes.

4. Action

    a. The policies and procedures in this instruction are mandatory for all NAVSURFLANT and NAVSURFPAC afloat commands and units.

    b. Recommendations for changes and improvements are encouraged. Submit recommendations through the administrative chain of command to COMNAVSURFLANT (N411B), DSN 836-3169, commercial (757) 836-3169 or COMNAVSURFPAC (N411), DSN 577-2410, commercial (619) 437-2410.

COMNAVSURFLANT Distribution: (COMNAVSURFLANTNOTE 5216)
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26V2	Landing Force Training Command PAC
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26FF	Mine Warfare Inspection Group
26GG2	Explosive Ordnance Disposal Group Unit PAC
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26UUU2	Surface Ship ASW Analysis Center PAC
26000	Eastern Pacific Mobile Training Team
28B2	Cruiser-Destroyer Group PAC
28C2	Surface Group and Force Representative PAC
28D2	Destroyer Squadron PAC
28E2	Surface Squadron PAC
28G2	Mine Group and Division PAC
28I2	Craft of Opportunity Mine Squadron and Unit PAC
28J2	Combat Logistics Group Squadron and Support Squadron PAC
28L2	Amphibious Squadron PAC
29A2	Guided Missile Cruiser PAC (CG) (CGN)
29E2	Destroyer PAC (DD) 963 Class
29F2	Guided Missile Destroyer PAC (DDG)
29C2	Coastal Patrol Boat (PC)
29AA2	Guided Missile Frigate PAC (FFG) 7
30A2	Minesweeper, Ocean (Nonmagnetic), PAC (MSO)
31A2	Amphibious Command Ship PAC (LCC)
31G2	Amphibious Transport Dock PAC (LPD)
31H2	Amphibious Assault Ship PAC (LHA) (LPH) (5)
31I2	Dock Landing Ship PAC (LSD)
31J2	Dock Landing Ship PAC (LSD)
31M2	Tank Landing Ship PAC (LST)
31N2	Multi-Purpose Amphibious Assault Ship (LHD)
32C2	Ammunition Ship PAC (AE)
32H2	Fast Combat Support Ship PAC (AOE)
32N2	Oiler PAC (AO)
32Q2	Replenishment Oiler PAC (AOR)
32S2	Repair Ship PAC (AR)
32X2	Salvage Ship PAC (ARS)
32KK	Miscellaneous Command Ship (AGF) (USS CORONADO only)
32QQ2	Salvage and Rescue Ship PAC (ATS)
36A2	Auxiliary Repair Dry Dock (ARD) (AFDM) PAC (STEADFAST only)
39E2	Amphibious Construction Battalion PAC
41D	Military Sealift Command

42T2	Tactical Air Control Group and Squadron PAC (VTC)
42KK	Lamps MK III/SH-60 Fleet Introduction Team (FAT)
FT106	Surface Warfare Officers School Pacific
FB10	Station PAC
FB21	Amphibious Base PAC
FB34	Fleet Activities (Less COMFLEACT Okinawa)
FT35	Amphibious School (NAB Coronado only)
FB41	Construction Battalion Unit (CBU 409, 413 and 421 only)
26J2	Afloat Training Group Pacific
26J2	Afloat Training Group Middle Pacific
26J2	Afloat Training Group Western Pacific
28C	Commander Naval Surface Group, Pacific North West
28C	Commander Naval Surface Group, Middle Pacific
28F2	Commander Logistics Western Pacific
FASD DET	FOSSAC
6152	Supervisor of Shipbuilding Conversion and Repair

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21A2	CINCPACFLT (3)
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24F	Logistics Command (3)
24G2	Submarine Force Commander PAC
FKA1F	COMNAVSUPSYSCOM
FT55	Navy Supply Corps School (50)

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RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Entered By

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LIST OF EFFECTIVE PAGES

The following is a list of pages in effect. "O" in the Change Number field indicates original pages.

PAGE	CHANGE NUMBER	PAGE	CHANGE NUMBER
i through xxiv	O	F-1 through F-4	O
1-1 through 1-4	O	G-1 through G-2	O
2-1 through 2-12	O	H-1 through H-4	O
3-1 through 3-4	O	I-1 through I-4	O
4-1 through 4-4	O	J-1 through J-4	O
5-1 through 5-2	O	K-1 through K-8	O
6-1 through 6-18	O	L-1 through L-8	O
7-1 through 7-32	O	M-1 through M-2	O
8-1 through 8-4	O	N-1 through N-6	O
9-1 through 9-10	O	O-1 through O-64	O
10-1 through 10-6	O	Index 1 through Index-15	O
11-1 through 11-6	O		
12-1 through 12-22	O		
13-1 through 13-14	O		
14-1 through 14-2	O		
15-1 through 15-8	O		
16-1 through 16-8	O		
A-1 through A-4	O		
B-1 through B-4	O		
C-1 through C-8	O		
D-1 through D-8	O		
E-1 through E-2	O		

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<u>SUMMARY OF CHANGES</u>

1. General Changes. This instruction update:

   a. Eliminates defunct commands and updates command names.

   b. Updates references due to new, revised or canceled directives.

   c. Revises wording to reduce passive verbs and gender-specific examples.

   d. Eliminates references to manual (non-automated) inventory and financial management systems, where appropriate.

   e. Replaces references to DD Form 1348-1 with the successor DD 1348-1A.

   f. Replaces the term Defense Business Operating Fund (DBOF) and SAC-207 ships with the successor term Navy Working Capital Fund (NWCF) and NWCF ships.

   g. Replaces terminology Logistics Management Assessment and acronym (LMA) to Supply Management Inspection and (SMI).

2. Specific Changes to Chapters

   a. Chapter 1

      (1) Revises Supply Officer role in Quarterly Cash Verification Team from member to advisor.

      (2) Adds caution concerning DLR carcass charges.

      (3) Extends prohibition on assigning Disbursing Officer as Postal Officer to NAVSURFPAC, as well as NAVSURFLANT ships.

      (4) Replaces terminology Logistics Management Assessment (LMA) to Supply Management Inspection (SMI) and acronyms (LMA) to (SMI).

      (5) Adds "For NAVSURFPAC" SNAP II/III and MICROSNAP ships constant file update for completion dates.

   b. Chapter 2

      (1) Updates name of NAVSEA Technical Operating Budget (TOB) to NAVSEA OPN Outfitting Account.

      (2) Adds requirement for COMNAVSURFLANT ships to implement the Navy Purchase Card program.

      (3) Deleted the entire paragraph for SERVMART requisitioning procedures.

      (4) Adds Figure 2-4 (Purchase Card Log).

   c. Chapter 3. Adds Trident Refit Facility Detachment Norfolk, VA for NAVSURFLANT ships, and Submarine Logistics Support Center Bremerton, WA for COMNAVSURFPAC ships, as fleet CASREP material expediting activities.

   d. Chapter 4

        (1) Changes requirement for SNAP II ships to run the "Material Receipt Acknowledgment" (MTLRAC) utility and transmit reports daily vice monthly.

        (2) Updates name of Report of Discrepancy (ROD) to Supply Discrepancy Report (SDR) and updates NAVICP address for submission of QDRs.

    e. Chapter 5

        (1) Changes turn-in location of COMNAVSURFLANT ship excess RFI material from ILO Site(s) to FLTILOACT, Portsmouth, VA.

        (2) Adds COMNAVSURFLANT restriction on offload of excess MAMs.

        (3) Extends holding period for all excess material on new construction ships until 18 months after PSA.

        (4) Clarifies message MLSR reporting requirement for sensitive material as 48 hours.

        (5) Adds information about QUICK-1 expenditure document preparation program.

        (6) Changes procedures for NAVSURFPAC ships for turning in excess RFI DLRs.

    f. Chapter 6

        (1) Adds new demand effectiveness processing parameters for SNAP II/III and Micro-SNAP units in Figure 6-2.

        (2) Clarifies use of "RR" automatic reorder restriction code and directs use of MILSTRIP cancellation codes for certain ARRCs.

        (3) Changes distribution of Force Inventory Transmission System Download (FITSDL) updates SALTS transmissions to TYCOM only.

        (4) Adds list of situations requiring Fleet COSAL Feedback Report submission.

        (5) Changes turn-in point for COMNAVSURFLANT ship excess RFI DLRs from nearest ILO site to LANTFLTILO Team (RMMS), St. Juliens Creek Annex, Portsmouth, VA 23702.

        (6) Adds information concerning DLR allowance increases generated by NAVICP-M approval of allowance change requests.

        (7) Updates responsible commands and procedures for replacement of general purpose electronics test equipment (GPETE.)

        (8) Updates name of COMNAVSURFLANT Extreme Cold Weather (ECW) Clothing and Body Armor Pool custodian command.

        (9) Adds requirement for amphibious ships to provide organizational issue utility clothing to Chaplains temporarily assigned to Marine units ashore.

        (10) Changes stenciling requirements for organizational issue fire retardant and non-fire retardant coveralls.

        (11) Delete Controlled Equipage Inventory Program as an inspection item and TYCOM designated Controlled Equipage items.

(12) Adds RSUP (Relational Supply) and replaces SAC-207 ships to NWCF ships.

(13) Revises AT5 materials offload/retention requirements during ILO/ILR.

(14) Deletes BAMS and adds FIMARS www. Web site for fleet access to stock availability in the fleet.

(15) Changes allowance changes funding applicability for NWCF ships.

(16) Revises reporting procedures for ASI/RAD processing and adds RSUP (Relational Supply).

g. Chapter 7

(1) Adds guidance concerning enforcement of departmental budget limits and adjustments of over-expended departmental budgets.

(2) Adds information concerning 2M/MTR program in Cost Avoidance section.

(3) Changes SALTS distribution of monthly Material Outstanding File (RPT 073) transmittal from TYCOM to NAVSEALOGCEN.

(4) Clarifies HAZMAT disposal funding and ship's utility charges for NAVSURFLANT units.

(5) Adds RADCOM as a COMNAVSURFLANT centrally funded INMARSAT charge.

(6) Adds requirement to transmit financial data using SALTS STARS-FL and changes SALTS terminology from Streamlined Automated Logistics Transmission System to Streamlined Automated Logistics Tool Set (SALTS).

(7) Revises requirement for reporting over-obligation of OPTAR funds for NAVSURFPAC ships due to erroneous SFOEDL charges.

(8) Changes and elaborate requirement for 2M Repair Program and also adds Electronic Modules (EM).

(9) Changes submission of BORs by NAVSURFPAC ships to TYCOM vice DFAS.

(10) Revises procedures for processing SFOEDL/UOL by NAVSURFPAC ships.

(11) Revises submission requirement of RPT 29 for CRAMSI Afloat screening to NAVSURFPAC ships only.

h. Chapter 8. Specifies use of CNSL/CNSP ADP Inventory Control Program, instead of Controlled Equipage program, for ADP equipment. Laptop and notebook computers are an exception and require both types of custody records.

i. Chapter 9

(1) Clarifies ILO/ILR Technical Manual (TM) Analysis actions for ships with Automated Technical Manual Information System (ATIS) capability.

(2) Adds guidance concerning Supply Officer attendance at the Start of ILO/ILR briefing.

(3) Adds guidance concerning assignment of MSAT personnel to shipboard watches.

(4) Adds information concerning Operational Logistics Support (OPLS) assistance available from FLTILO teams.

(5) Clarifies repair parts backload procedures and responsibilities. Changes back-load completion goal to "prior to Sea Trials," vice "after departure from the overhaul yard."

(6) For COMNAVSURFPAC, adds FTSCPAC San Diego for their ILO program and PMR for Planned Maintenance Review.

(7) Adds Surgical System Validation and Analysis program as a tool for all aspects of configuration research and analysis.

(8) Clarifies requirement for the ships to assign sailors TAD to ILO/FTSCPAC to accomplish SCLSIS validations.

(9) Adds Ship Surgical Validation Analysis (SSVA) as the standard program used during configuration analysis/ validation and reflects its functions.

(10) Adds Targeted Allowance Technique (TAT) as a new product for determining new allowances for the ships.

j. Chapter 10.

(1) Adds information about aviation Maintenance Assistance Modules (MAMs) and Test Bench Installations (TBIs).

(2) Revises Aviation Pack-up for LAMPS and VERTREP Helicopter Detachment.

(3) Deletes LPH as a type of ship.

k. Chapter 11

(1) Revises recommended frequency for Navy Food Management Team assistance visit from "at least annually" to "12-18 months."

(2) Adds requirement for additional weekly spot inventories if inventory validity is less than 90%.

(3) Adds requirement for 100 percent inventory of all provisions stock upon relief of Bulk Storeroom Custodian.

(4) Adds information concerning availability of Army Veterinary Service personnel to conduct inspections of Prime Vendor subsistence items.

(5) Clarifies mandatory disposal of foreign source fish, poultry, and eggs before return to U.S. ports.

(6) Adds over-issue and under-issue standards for NAVSURFLANT ship eligibility for Ney Award nomination.

(7) Revises requirement for NAVSURFLANT ships to obtain pre-submission review of food service returns by local Afloat Training Groups (ATGs). Reviews may now be completed before or after submission of returns.

(8) Modifies Food Service Training requirements.

(9) Deletes Food service inventory requirements.

(10) Adds Bulk Storeroom Custodian as authorized receipt inspector.

(11) Modifies and elaborates requirements for establishment of Wardroom and CPO Messes.

(12) Deletes entire paragraph for Disposition of Surcharges.

(13) Modifies requirements for selection in Captain Edward F. Ney Memorial Award.

(14) Revises paragraph for sanitation requirement.

(15) Deletes entire paragraph for Food Service Management (FSM) System.

(16) Changes requirements for review and submission of Food Service Returns.

(17) Revises and deletes retained financial records required for audits and assessments.

l. Chapter 12

(1) Revises COMNAVSURFLANT guideline on Stock Turn performance as a factor in nomination for the Best Ship's Store Sales and Service Award. Clarifies that stock turn is measured on a per year basis for NAVSURFLANT ships and adds stock turn requirement for SMA/SMI purposes.

(2) Adds requirement for price verification and bulk inventory validity spot check records to be kept on file.

(3) Increases requirement for weekly inventory validity checks of bulk storeroom items from 25% to 5% of total line items.

(4) Increases requirement for weekly price validity checks of retail items from 15 each to 25% of total line items.

(5) Deletes soda fountain as an accountable function.

(6) Adds information about Job Qualification Requirements (JQRs) for NAVSURFLANT ships.

(7) Revises pricing policy to reflect CNO policy on cigarette prices.

(8) Adds requirement to use "Clippercide" to clean barber clippers.

(9) Deletes snack bars as accountable spaces.

(10) Adds guidance for new construction ships not meeting minimum thickness requirements for display window wire reinforced glass or Plexiglas.

(11) Adds requirement for hasp and lock closure on dollar bill acceptors inside vending machines.

(12) Revises retention period and filing requirement for ROM reports.

(13) Revises requirement to for NAVSURFLANT ships to submit ship's store returns data to local ATG via mail or fax.

(14) Revises limit on emblematic item inventory to 15% of total inventory value at cost.

(15) Revises requirement for Cash Verification Board member verification of dollar bill changer funds from quarterly to monthly and provide a copy of the result to Sales and Disbursing Officers.

(16) Deletes reference to retail operator's cashbook and cash receipt books.

(17) Revises requirement for Cash Verification officer to report change funds audits to the Commanding Officer and adds procedures that cash maybe left in the cash register overnight.

(18) Modifies/updates Sales Officer's Daily/Weekly/Monthly checklists.

(19) Updates sample message addressees.

(20) Modifies Retail Operation Training Program

(21) Replaces SHIP'S STORE BEST SALES AND SERVICE AWARD WITH SHIPS STORE RETAIL AND SERVICE EXCELENCE AWARD and also changes the selection criteria for the award.

(22) Changes requirement to change combinations to keyless padlocks every six months vice every accounting period.

(23) Modifies requirement on receipt inspector.

(24) Revises processing procedures for Unmatched Expenditure Listings.

(25) Eliminates Ship's store inventory signatures by Sales Officer and the records keeper.

(26) Modifies ship's store items authorized transfer for ship's use (OPTAR).

(27) Modifies paragraph on sale of merchandise other than Ship's store.

m. Chapter 13.

(1) Changes Supply Officer role on Cash Verification Team from Senior Member to Advisor.

(2) Adds cash levels guidance and updates format for cash held at personal risk request.

(3) Adds and updates new check-off list for Cash Verification Team.

Chapter 14. Deletes requirements for Training records and Supply Department Training Organization.

o. Chapter 15.

(1) Updates accounting data for NWCF oilers/ships procuring fuel from commercial sources and foreign governments not covered by an FEA.

(2) Replaces Defense Fuel Supply Center (DFSC) to Defense Energy Support Center (DESC).

(3) Updates DFAS address/codes and information on fuel documentation to be submitted to DFAS .

(4) Adds Requisition Serial numbers to be used by ships when procuring fuel/lube oil.

p. Chapter 16. Adds new Chapter, Postal Operations.

      (1) Upgrade standard for PAV from SMI to CINCLANFLT.

3. Specific Changes to Appendices:

    a. Appendix A.

      (1) Revises Monthly Report to reflect more inventory requirements, Food Service Attendant assignment, and sanitation inspection.

      (2) Revises DLR reporting requirements and DLR Carcass charges to 7% vice 10%.

      (3) Revises Direct Deposit pulse-points more accurately.

      (4) Deletes MAMs inventory requirement.

      (5) Adds IMPAC/NAVY PURCHASE CARD Delinquent Bills reporting.

      (6) Revises NWCF ships reporting requirement and add BP28 OPTAR BALANCE.

    b. Appendix B. Adds fuel requisition number series for requisitions issued from CV/CVN/LHD/LHA.

    c. Appendix C

      (1) Changes CASREP material requisition POE for NAVSURFLANT ships to P51 and NAVSURFPAC ships to PFZ unless inport and material is available locally.

      (2) Changes sample CASREP message supply data to reflect creation of Fleet Expediting activities as POE for CASREP requirements.

      (3) Modifies COMNAVSURFLANT CASREP Status record form to match the data and format used in CASREP messages and updates.

      (4) Updates COMNAVSURFPAC address and code.

    d. Appendix D.

      (1) Adds information about 2M/MTR program.

      (2) Revises entire appendix for clarity.

      (3) Replaces SAC-207 to NWCF ships and add fund codes use by NWCF ships

      (4) Deletes entire paragraph on DLR transfer to SAC-207 ships.

      (5) Adds Relational Supply (RSUP) system.

      (6) Revises use of FACTS is now mandatory for both TYCOMS.

    e. Appendix E. Updates amphibious ship color code list to account for ship commissioning and decommissioning.

    f. Appendix H. Deletes reference to hardware-related AELs in fund code decision table.

g. Appendix I.   Changes BOR reporting address for NAVSURFPAC ships.

h. Appendix K

(1) Deletes references and worksheet for the canceled Productivity Enhancing Capital Investment (PECI) Program.

(2) Updates procedures to reflect implementation of the CINCLANTFLT/CINCPACFLT Joint Maintenance Manual.

i. Appendix L

(1) Add FTSCPAC for COMNAVSURFPAC ILO activity and Phased Maintenance Review (PMR).

(2) Modifies paragraph for SCLSIS Validation and Audits.

j. Appendix N

(1) Revises requirement for ships requesting loaned of Body Armor.

(2) Modifies requirement and timeframe for returning loaned ECW clothing/Body Armor.

k. Appendix O

(1) Updates self-assessment guide references to reflect supersession of NAVSUP Pub 567 by NAVSUP Pub 485, Vol. I and II.

(2) Replaces Logistics Management Assessment and (LMA) with Supply Management Inspection and (SMI).

(3) Changes COMREGSUPPGRU and RSG with COMAFLOATRAGRU and ATG.

(4) Substitutes use of existing CSMP report for manually prepared Description of Work.

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TABLE OF CONTENTS

CHAPTER 7   FINANCIAL MANAGEMENT

CHAPTER 13   DISBURSING

CHAPTER 14   TRAINING

CHAPTER 15   FLEET COMMANDER CENTRALLY MANAGED OPERATING BUDGET (CMOB)
         (FUEL OPEN ALLOTMENTS)

CHAPTER 1

INTRODUCTION

1000   INTRODUCTION. The SURFSUP contains the information and guidance for personnel engaged in afloat supply operations. This publication amplifies and supplements procedures for financial management and inventory control. Refer any apparent conflict between this publication and other directives to appropriate Type Commander for interpretation or resolution.

1100   ACTION AND AUTHORITY. The procedures in this publication are mandatory. This instruction does not replace instructions issued by higher authority, but rather sets policy not stated elsewhere and clarifies procedures wherein the Type Commander is afforded an option. Use it as a supplemental directive to NAVSUP P-485, NAVSO P-3013, and other publications referenced throughout this instruction.

1200   ASSISTANCE. The offices of the COMNAVSURFLANT and COMNAVSURFPAC Assistant Chiefs of Staff for Supply and Financial Management are located in Norfolk, Virginia and San Diego, California respectively. In addition, supply representatives are located in Ingleside, TX; Mayport, FL; Everett, WA; Earle, NJ; Pascagoula, MS; Pearl Harbor, HI; and Yokosuka, Japan. Personnel of all TYCOM Supply and Financial Management organizations at Headquarters and in the field are available for advice and assistance as required by afloat units. Requests for assistance when questions or problems arise in any functional area of supply are encouraged. Supply Officers reporting on board a ship should visit Headquarters for a familiarization briefing before relieving.

1300   RELIEF OF SUPPLY OFFICER. Accomplish Supply Officer relief according to NAVSUP P-485, paragraphs 1160 through 1163. Along with the information required in paragraph 1163 of NAVSUP P-485, the joint relieving letter will include statements concerning the following:

a. Status of discrepancies noted in the most recent Commanding Officer's Zone Inspection.

b. Stock record accuracy including all applicable categories of repair parts (DLR, Aviation DLR, Q COSAL, SIM, NON-SIM, MAMs, etc.) plus Provisions and Ship Store Stock.

c. Financial status of the General Mess.

d. DLR inventory validity. Conduct a minimum sample of 10 percent of the range of DLRs carried.

e. Stowage and preservation of all Supply Department spaces.

f. Review by both relieved and relieving Supply Officers of SNAP I/II/III/NTCSS, ROM, FSM, and UMIDS access.

g. Review by both relieved and relieving Supply Officers of SNAP I/II/III/NTCSS management reports and files. Include comments about the accuracy and completeness of management records and files.

h. Status of ASI/RAD or AUTOMCMARS processing.

i. Status of the latest trial reorder review as it relates to stock deficiencies.

j. Status of Department manning (including NECs) by division.

k. Status of the ship's Presentation Silver.

l. Review Stock Status Listing with "ARRC" codes.

1400 SUPPLY OFFICER'S MONTHLY REPORT TO COMMANDING OFFICER. Submit a monthly report to the Commanding Officer on the status of the Supply Department by the 10th of the following month. Appendix A is a recommended minimal format. This information on the "pulse points" of the Supply Department serves a dual purpose. For the Commanding Officer, it assists in evaluating the status of a key department. For the Supply Officer, it serves as a tool for assessing the health of the Supply Department. For SMI purposes, retain copies of the Supply Officer's Monthly Report on file for 12 months.

1401 QUARTERLY CASH VERIFICATION. The Supply Officer will act as an advisor to the Verification Team. The Verification Team will consist of at least two qualified persons headed by an officer senior or equal in rank to the Disbursing Officer. Quarterly Cash Verifications will include, at a minimum, all change funds, safekeeping deposits, and Automated Teller Machine (ATM) deposits. Conduct Quarterly Cash Verifications at random intervals, varying the month of verification throughout the quarters.

1500 SUPPLY DEPARTMENT EIGHT O'CLOCK REPORTS. The Eight O'clock Report provided to the Executive Officer or Command Duty Officer normally addresses inoperative equipment and status of CASREPs. Figure 1-1 is a recommended format. Information provided at Eight O'clock Reports will be available for the Supply Officer to review at the beginning of the following day. Suggested methods of accomplishing this include maintaining a copy of the Eight O'clock Reports or keeping status boards updated as changes occur.

1600 PERSONNEL. Ships need adequate numbers of experienced supply rating personnel to cope with the demanding task of providing supply support and services. Although no directive legislates how a Commanding Officer should use personnel, experience has shown that maximum supply support is not realized in those commands where supply personnel do not devote the majority of their time to professional supply duties. We strongly recommend that foodservice personnel be assigned only rate-related duties at all times. We also recommend that you follow SMD manning levels for Food Service Attendants (FSA), rotational pool personnel, cargo-handling personnel (for CLF ships), and non-rated rotational laundry personnel. Without this supplemental manning, an undue burden is placed on Supply Department personnel. Supply Officers should continuously examine supply rating manning levels, assess their impact on essential support and services and exploit innovative opportunities to augment Supply Department manning.

1700 SNAP I/II/III PROCEDURES. COMNAVSURFLANTINST 4406.1G and COMNAVSURFPACINST 4400.7A contain TYCOM guidance for SNAP I ships. SNAP II/III Desktop Guides (use NAVSUP P-2002 to obtain the NSNs for the latest guides) and NAVSUP P-485, Volume I, contain guidance for SNAP II/III ships.
1. For NAVSURFLANT SNAP II/III and MICRO-SNAP ships (only), update your SNAP Constant File as follows:

a. Update requisition defaults 60 days before deployment to reflect POM FAD upgrade according to COMNAVSURLANTINST 3500.3E (POM Guide). Set overseas indicator to "Y" (YES) on deployment date. This will change requisition document identifier to reflect overseas shipping.

b. Update demand processing parameters 90 days before deployment. See paragraph 6307 for details.

2. For NAVSURFPAC SNAP II/III and MICROSNAP ships, set SNAP constant file for completion dates as follows:

a. Deletion days for completed requisitions to "998".

b. Deletion days for issues, LBIs, GBIs, etc to "30".

c. Deletion days for completed repairable requisitions to "998".

1800   SUPPLY MANAGEMENT INSPECTION (SMI). COMNAVSURFLANTINST 5040.4H/ COMNAVSURFPACINST 5040.2B, "Supply Management Inspection (SMI)" provides SMI guidance. Appendix O (SMI Self Assessment Guide) is an excellent preparation tool for an assist or assessment. Use of Appendix O is optional. This guide, if used regularly, will assist in improving day-to-day Supply Department operations. It also provides useful references for training.

1900   POSTAL OPERATIONS

a. Postal Operations functions were transferred to afloat Supply Departments on 1 April 1993. Accordingly, postal management is a relatively recent addition to the afloat Supply Officer's list of duties. Postal Operations are unique in that they are subject to not only DoD and Navy regulation, but are also subject to regulation by the U.S. Postal Service. Postal funds and material are USPS property and Navy Postal Clerks conduct official USPS business. Chapter 16, Postal Operations, provides a management overview of basic regulations and operational requirements. For specific guidance, readers should consult the latest Navy and USPS references and obtain assistance, as needed, from designated military postal authorities.

b. The transfer of postal duties to the Supply Department did not relieve the ship's Administrative Department of its responsibilities for Official Mail Management, including the custody and affixing of postage for official mail. TYCOM requires an official mail expenditure report from all ships and units by the fifteenth day following the end of each quarter. Reports must be in the format illustrated in OPNAVINST 5112.6B with an additional line stating the cost of mailing DLR carcasses.

c. The Commanding Officer must designate the Postal Officer in writing. The Postal Officer may be any Chief Petty Officer or above, normally within the Supply Department. Disbursing Officers are specifically precluded from this assignment.

1920   DEPOT LEVEL REPAIRABLE (DLR) CARCASS CHARGES

a. DLR carcass charges can have a serious impact on ship and force readiness. These charges are preventable. Refer to Appendix D for information on DLR procedures.

b. Appendix D contains significant information concerning DLR carcass charges. Excessive charges may affect eligibility for the COMNAVSURFLANT Logistics Management Excellence Award (Supply Blue "E") and require additional management assessments and investigations.

Date: _____

USS   SUPPLY DEPARTMENT EIGHT O'CLOCK REPORT

1. CASREP PARTS STATUS (INCLUDING CO INTEREST ANORS):

CASREP NR   EQUIP/SYSTEM   REQN NR   REQN STATUS

2. SUPPLY DEPARTMENT EQUIPMENT OOC:

EQUIP/SYSTEM   JCN   DATE SUBMITTED   STATUS/ETR
                                   (TROUBLE CALL LOG NR)

3. SIGNIFICANT INTERRUPTIONS TO CREW SUPPORT

   a. Laundry.

   b. Food Service.

   c. Ship's Store, Vending Machines, Dollar Bill Changer.

   d. Barber Shop.

   e. Disbursing and Automatic Teller Machines.

   f. Post Office.

4. DLR CARCASSES NOT TURNED-IN TO SUPPLY DEPT:

   Work Center   Item   Reason

Figure 1-1

CHAPTER 2

MATERIAL PROCUREMENT

2000   INTRODUCTION. The guidance in this chapter supports and amplifies existing procedures in NAVSUP P-485, NAVCOMPT Manuals, NAVSO P-30l3-2, and NAVSUPINST 4200.85C.

2100   GENERAL GUIDANCE

    a. The Requisition Optar Log/Optar Document Transmittal Listing. Use the Requisition/OPTAR Log and the OPTAR Document Transmittal Listing when the SNAP system is out of commission to record all off-line requisitions and process interim financial reports. All chargeable requisitions and purchase orders (the term "chargeable" means any transaction which affects the ship's OPTAR) and all APA (non-OPTAR chargeable) requisitions must be recorded in the log. Post all off-line requisitions to SNAP as soon as the system is back on line.

    b. Requisition Files. Supply Officers shall establish internal management procedures to minimize outstanding obligations. This will help ensure effective use of TYCOM funds. The Material Outstanding, Material Completed, and Issue List (1250-1) are required to control material receipts, maintain OPTAR financial status, and prepare the monthly Budget/OPTAR Report.

    c. Material Outstanding File. Maintain the Material Outstanding File (MOF) per NAVSUP P-485, paragraph 6188. Take the following actions:

        (1) Price and extend the file copy of each chargeable requisition.

        (2) Review the Material Outstanding File (MOF) frequently. An aggressive follow-up program assures an effective MOF. Make sure each outstanding requisition is, in fact, a valid outstanding requisition held by a supply activity. This requires continuous review and update.

            (a) Make sure that action has been taken on all status documents (i.e., "BF" status is invalid for an active requisition; additional research is required to obtain the correct status).

            (b) Purge the file of all overage shipment status. Consider shipment status overage when material has not been received within 60 days in CONUS or 90 days while deployed. In many cases, overage shipment status results from material being received on board without the receipt documents being processed. Thoroughly research the overage shipment, including contact with the customer department, before initiating follow-up action. If overage shipments have been received without receipt documents, they must be received, after-the-fact, using a dummy DD Form l348-1A. For storeroom stock material, perform physical spot checks before processing "shipped/not received" material receipts. Post a "loss by inventory" (LBI) on the Stock Record Card/File per NAVSUP P-485, paragraphs 6069 and 6250 if the material cannot be located.

            (c) Purge the file of all obviously completed requisitions (e.g., old SERVMART requisitions, Mode X "bearer walk-thru's," old requisitions for compressed gas, etc.).

            (d) Use financial transaction listings and Monthly Fleet Fast Pay Log Listings received from DFAS as aids to determine the status of requisitions.

            (e) Conduct an internal Material Obligation Validation (MOV) to make sure that the customer still requires the material. See paragraph 2500.

            (f) After accomplishing the above, take external follow-up or cancellation action per NAVSUP P-485, Chapter 3.

(g) Verify all Precommissioning and NAVSEA OPN Outfitting Account requisitions for validity. Do not cancel initial outfitting requisitions.

d. Material Completed File. Maintain the Material Completed File per NAVSUP P-485, paragraph 6188. Take the following actions:

(1) For controlled equipage, annotate and initial the receipt after posting the applicable custody card (NAVSUP 306. (Attach copies of receipts to individual custody cards (NAVSURFPAC commands only).

(2) Don't file documents in the Material Completed File without receipt or cancellation papers attached. When material is received without suitable documents, prepare and process a dummy DD Form l348-IA in the same manner as formal receipt papers.

e. Preparation Of Requisitions. Prepare requisitions according to NAVSUP P-485, Chapter 3. See Appendix B for document number assignment. Prepare requisitions for DTO material for embarked units or detachments (except staffs) using an abbreviated designation of the unit (e.g., ACU02, ACB02, EOD02).

2101 POSTING AND MAINTAINING THE REQUISITION/OPTAR LOG. Specific guidance on posting and maintaining the requisition/OPTAR Log is in , Chapter 4. NOTE: This process applies only when the SNAP system is out of commission.

2300 CONTRACTING. The Commanding Officer of a ship is, because of his/her position, a contracting officer with the authority to purchase authorized supplies and services. The Commanding Officer may delegate contracting authority to the Supply Officer by an appointment letter.

2301 CONTRACTING AUTHORITY LIMITATIONS

a. The contracting authority detailed in NAVSUPINST 4200.85C applies to commands authorized the Navy Purchase Card (GCPC, IMPAC, CPS, etc.), when a ship is not located at a naval activity with a pierside procurement office, or is at a foreign port not covered by U.S. Navy contracts.

b. When a ship is located at a naval installation with a pierside procurement office, TYCOM has restricted contracting authorization for the ship. Such purchases must meet all the following:

(1) After pierside procurement office working hours.

(2) For emergency purchases to fill Issue Group I and CASREP requirements.

(3) The operational schedule requires immediate procurement.

(4) Such cases must be fully documented in the procurement file and available for review during assessments or audits.

(5) These contracting limitations apply to both ship requirements and support provided to embarked commands such as Marine Expeditionary Units (MEUs), Navy and Marine Aviation Detachments, and other embarked units.

(6) Purchase card purchases are an exception to this rule. See COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 for details.

c. Dollar Limitations. NAVSUPINST 4200.85C, enclosure (3), Afloat SAP, specifies the dollar limitation applicable to each procurement method authorized for use by afloat Supply Officers and contracting offices. The maximums are:

LHA, LHD, LPH, AOE, MCS-12:	$10,000
ALL OTHERS:	$ 2,500

d. <u>Restricted Material</u>. The following items are restricted material. Obtain specific approval from the bureau, command, or office responsible for these supplies before purchase, regardless of the circumstances or location of the ship. These restrictions also apply to purchase card purchases:

(1) Centrally Procured Material.

(2) Material exceeding ship's allowance.

(3) Boats.

(4) Library Material.

(5) Forms.

(6) Technical Ordnance Articles.

(7) Printing Equipment/Material.

(8) Automotive Equipment.

(9) Industrial Plant Equipment (IPE), Other Forces Support Equipment (OFSE).

(10) Photographic Equipment.

(11) Office Equipment (PCs, Copiers, etc.).

(12) Habitability Material.

e. <u>Unauthorized Commitments</u>. It is illegal for anyone other than a properly appointed Contracting Officer to make a purchase for the Government. Persons without contracting authority who order supplies or services, change the terms of an existing purchase, or commit the Government to pay a vendor for any supplies or services, may be held personally liable for the cost of the transaction (supplies or services) and are subject to disciplinary action.

f. <u>Annual Purchase Statistics Report for Afloat Units</u>. Per NAVSUPINST 4200.85C, report purchase actions and the dollar value to TYCOM using the Annual Purchase Statistics Report (NAVSUP 4200-26). This report will include all purchase actions made by S-1. The report period is 1 OCT to 30 SEP. The message/SALTS report is due to TYCOM no later than five days after the end of the fiscal year. Supporting documents will be reviewed during SMI.

2302 <u>IMPREST FUND/NAVY PURCHASE CARD</u>. Imprest Funds are NOT AUTHORIZED for use by ships. Instead of imprest funds, the Navy Purchase Card may be used for micro-purchases of supplies and/or services. The Government wide Travel Card may be used for travel payments formerly made from imprest funds (i.e., an agency central billed account) as authorized per NAVSUP P-485 and NAVSUPINST 4200.85C. All NAVSURFLANT and NAVSURFPAC units are required to implement the Purchase Card program. See COMNAVSURFLANT/ COMNAVSURFPACINST 4200.2 for details.

2303 <u>PROMPT PAYMENT ACT/INTEREST PENALTY PAYMENTS</u>. The Prompt Payment Act (Public Law 97-177) requires payment of an interest penalty to U.S. vendors for those invoices not paid by the due date. Payments for most procurements are due within 30 days from receipt of services or invoice (whichever is later); however, perishable agricultural products are subject to 10-day payments. Return improperly prepared invoices to vendors within 15 days of receipt. Interest,

compounded monthly, is payable from the day following the invoice payment due date until actual payment date. Interest penalty payments to vendors must be absorbed within existing funds. Process invoices correctly and immediately upon receipt, using the Invoice Processing Checkoff Sheet, Figure 2-1, to avoid interest penalty payments.

2304   FLEET FAST PAY. Payment procedures differ depending on the servicing DFAS center. Follow procedures of your respective DFAS center. For NAVSURFPAC ships only: Return Conformance/Non-Conformance cards to your supporting FISC.

2305   PURCHASE ORDER CONTROLS. All units will establish procedures to ensure prompt and accurate payment of bills. Maintain the following minimum controls:

a. Prepare and maintain a purchase order log for Open Purchase/Delivery Order contracts issued by the ship's Contracting Officer. See Figure 2-1.

b. For purchase orders not under Fleet Fast Pay procedures, attach an Invoice Processing Checkoff Sheet, Figure 2-2, to each Purchase Order (DD Form 1155).

c. Maintain the following files:

(1) OUTSTANDING FILE: Consists of outstanding obligation source documents (i.e., 1250-1 with 1348-6, 1250-2, 1149) and outstanding contracts (DD-1155) in which the RDDs have not lapsed, or the RDDs for Fleet Fast Pay items are not 30 days past the delivery dates cited in block 10 of the DD 1155s.

(2) SUSPENDED FILE: Contains contracts that have not cleared the DFAS FFP Listing; material not received (follow-up initiated) 30 days past RDD.

(3) COMPLETED FILE: Consists of contract documents that have cleared through the DFAS FFP Listing.

d. Use the following Follow-up procedures:

(1) Initiate follow-up action on material and services when the RDD cited in Block 10 of DD-1155 has lapsed.

(2) For Pierside Procurement contracts, notify the purchasing activity by fastest possible means including a plain language message for material not received within 15 days after the delivery date cited in Block 10 of DD-1155.

(3) Using the "Follow-up Tracking Log," Figure 2-3, document follow-ups on material (e.g., by telephone call, correspondence, message, etc.). Update SNAP II database with follow-up status using "NAR" option. Place the log sheet in the purchase order file folder.

2400   ABUSES OF THE PRIORITY SYSTEM. The majority of inappropriately assigned priorities are a result of poor planning by individuals responsible for stocking or obtaining the material in question. Using Issue Group I or II priority designators to obtain paint, cleaning gear, paper napkins, office supplies, and other such predictable requirements should never be necessary. See NAVSUP
P-485, paragraph 3048, for priority assignment.

2500   MATERIAL OBLIGATION VALIDATION (MOV). Invalid requisitions and MOV processing are ongoing problems that require close attention at all management levels. Stringent procedures are necessary to prevent the loss of critically short O&MN dollars, to improve requisition validity, and to ensure sound financial management practices are in effect in all TYCOM commands.

a. <u>External MOV Program</u>. Quarterly, Inventory Control Points (ICP) review centrally held overage material obligations and forward MOV requests to the activities concerned. Proper and timely response to MOV requests per NAVSUP P-485, paragraphs 3590-3599, is vital.

b. <u>Internal MOV Program</u>. The internal MOV program is also mandatory. The internal MOV process maximizes limited OPTAR funds. The following procedures apply:

    (1) Conduct a <u>monthly</u> validation of <u>all</u> outstanding DTO, stock, and ROV obligations. Research and clear requisitions with overaged shipping (AS or BA) status. Prepare RODs/SDRs and surveys if needed.

    (2) Send the MOV report (RPT 073 or RPT 165) containing pertinent requisition information to the appropriate Work Centers (W/C) for screening. Supply Department personnel will automatically cancel requisitions on this form unless subparagraph (3) and (4) actions below are completed and returned to the Supply Officer within 10 working days.

    (3) W/C Supervisors must review and determine continuing requirement for material, validate priority assigned, and quantity required.

        (a) Cancel Equipment Maintenance Related Material (EMRM)/repair parts requisitions for closed or invalid JCNs unless the Department Head provides written justification to the Supply Officer to retain the requisition.

        (b) Check each JCN for multiple requisitions for the same NSN. Take the total quantity of these requisitions and check against the quantity per application. Initiate cancellation action for any excess material.

        (c) Department Heads must validate and concur by signing the form.

    (4) The Stock Control Supervisor must review storeroom stock requisitions for validity. Cancel all outstanding stock requisitions for AT code 5, 6, and 8 material.

    (5) After Supply Department personnel have taken appropriate cancellation or follow-up action on the requisitions, keep the completed forms, listings, worksheets, and outgoing copies of cancellation messages for the last 12 months in monthly folders. Units transmitting via SALTS must have a hard copy of the cancellation file sheet signed and dated by the person transmitting the cancellations. Annotate dollar values of cancellations on the file copy of the message. This information is needed for the Supply Officer's Monthly Report to the Commanding Officer.

2600   <u>SOURCES OF SUPPLY</u>. Normally, consumable supplies and repair parts are requisitioned from the nearest Navy supply support activity when in CONUS ports or operating in U.S. waters and from a designated logistic support ship when deployed. Consult NAVSUP P-485 and NAVSUP P-4998, Consolidated Afloat Requisitioning Guide Overseas (CARGO), for detailed guidance. The normal resupply concepts and references are:

a. <u>MEDITERRANEAN AREA</u>. COMSERVFORSIXTHFLTINST 4000.1T is the basic policy directive for Sixth Fleet ships' resupply.

b. <u>CARIBBEAN AREA</u>. Due to limited support available from shore stations in the Caribbean, ships deployed to the Caribbean must arrive endurance loaded and in the highest degree of material readiness. CINCLANTFLT OPORD 2000, Appendix 9 to Annex D, provides LANTFLT endurance levels. Naval Stations Roosevelt Roads, PR; Guantanamo Bay, CU; and Panama Canal, Rodman, PM provide support in fresh provisions, fuel, and limited supplies to meet urgent requirements. Ship's repair parts are not stocked. Submit urgent requirements on a "Fill or Kill" basis. Submit requirements that cannot be obtained locally to the CONUS resupply activity for direct shipment. COMNAVSURFGRU Mayport DET Roosevelt Roads (DSN 831-4240) can assist

in coordinating logistic requirements for Caribbean deployed ships. The Det's SALTS address is COMNAVSURFGRU MAYPORT DET, SALTS Code CMP.

c. <u>WESTERN PACIFIC</u>. COMLOGSUPPFORSEVENTHFLTINST 4000.1U is the basic policy directive for Seventh Fleet ship resupply.

d. <u>SOUTHCOM Area</u>. Resupply in SOUTHCOM is normally received from U.S. naval activities in the Panama Canal Zone and via fleet freight from CONUS. Some consumables may be obtained from the Air Force and Army through the Supply Department, U.S. Naval Station, Rodman, Panama.

e. <u>Other Areas</u>. Deployments to areas of limited support (South America, Northern Europe, and the Middle East) require that a ship be self-supporting for the bulk of day-to-day consumables and repair parts. Using the postal system and AMC (Air Mobility Command) for NIS (not in stock) and NC (not carried) materials will augment this self-supporting situation. Arrangements for mid-deployment resupply to certain areas of the world can be made. Due to the fluid nature of logistics channels, local support and/or air and surface cargo shipment capabilities may be added to particular areas.

2601 <u>CASUALTY REPORT (CASREP)/NOT OPERATIONALLY READY SUPPLY (NORS) MATERIAL</u>. Appendix C contains policies and procedures for procurement of CASREP/NORS material.

2602 <u>MATERIAL CONTROL OFFICER (MATCONOFF) PROGRAM</u>. The MATCONOFF program takes advantage of material carried in stock by deployed units to satisfy urgent requirements of other deployed units. Report full quantities of required items available for transfer, even if transfer would reduce the on board balance to zero. All ships will cooperate fully with the MATCONOFF program. Follow procedures established by the area MATCONOFF. Also see paragraph 6405, Total Asset Visibility.

2603 <u>ANTICIPATED NOT OPERATIONALLY READY SUPPLY (ANORS) REQUISITIONS</u>. Use the following ANORS requisition procedures:

a. <u>CC 40</u> - use standard requisition serial numbers; "W" is only used for NORS requirements.

b. <u>CC 57-59</u> - use Project Code 733 (SURFLANT) 743 (SURFPAC).

c. <u>CC 60-61</u> - FAD II units use Priority 02, FAD III units use Priority 03.

d. <u>CC 62-64</u> - use "E" followed by an RDD expressed in the number of days from the requisition date (e.g., E09 - material required within nine days) or "999" per NAVSUP P-485, paragraph 3028.

2700 <u>UNIQUE REQUISITIONING PROCEDURES</u>

a. <u>Procurement of Vehicles</u>. NAVFAC P-300 has allowances of automotive vehicles and construction equipment for ships and afloat commands. It delineates requisitioning and reporting policies and procedures. Commanding Officers will not acquire vehicles for official use in excess of allowance, regardless of procurement source, except those which are required to meet temporary short-term needs and which are obtainable from authorized vehicle/equipment "pools" maintained for such purposes by appropriate supporting commands or commercial rental sources.

b. Repair and/or Replacement of Materials Handling Equipment (MHE).
To make sure that no ship deploys without the full allowance of MHE, Supply Officers will be fully cognizant of procedures in CINCLANTFLT/ CINCPACFLTINST 4790.3 and instructions that apply to local maintenance organizations. Procedures vary by homeport.

2800   <u>SUPPLY PROBLEMS UNDER REVIEW (SPUR) PROGRAM</u>. The Supply Problems Under
Review (SPUR) program was instituted to address top supply support problems of the Force on a
repetitive basis. A naval message will be transmitted quarterly to publish current information on
supply system status and action taken by inventory control points to improve the support position
of specific NSNs/Part Numbers. Problems limited to a single ship will be addressed separately.
All commands are encouraged to nominate specific support problem candidates. Inputs should
include:

a. System.

b. EIC.

c. NSN/Part Number.

d. APL.

e. Specific problem.

f. Additional information available.

PURCHASE ORDER LOG
FY _____

P.O. Nr or Reqn Nr	Contract Nr.	Vendor	ESD	Est Amt Oblig	Contract Amt	Date Matl Rcvd & Accepted	Date Invoice Fwd To DAO For Payment	FFP Listing Month Matl Paid

Figure 2-1

INVOICE PROCESSING CHECKOFF SHEET

_____ Purchase order/contract attached.

_____ Original invoice attached. (Disposition of original, if not attached.)

_____ Invoice itemized.

_____ Vendor's name and address on invoice and contract/purchase order agree.

_____ Correct contract/purchase order number shown on invoice.

_____ Invoiced items appear on attached contract.

_____ Certification as to receipt shown on contract/purchase order.

_____ Accounting data correct.

_____ Contract not expired.

_____ Submitted to correct paying office.

_____ Letter of determination/justification attached (if required).

_____ Discount label attached.

_____ Required bids filed (if over $2,500.00).

_____ Retained copy of contract/purchase order annotated as to:

        Date material received   _____

        Date dealers bill received   _____

        Number of dealers bill   _____

        Date forwarded for payment   _____

        Mailed/Hand carried   _____

        Paying Activity: DFAS / Other

_____
Signature of invoice processing clerk/date

Completed copy of this check off sheet must be a permanent attachment to each contract/purchase order file (for non-FAST pay procedures only).

Figure 2-2

FOLLOW-UP TRACKING LOG

Date	**Action Taken**	**Remarks**

Figure 2-3

PURCHASE CARD LOG

CARDHOLDER'S NAME:_____
REQN NR:_____

DOCUMENT NO.	ORDER DATE	VENDOR NAME	RECEIVED BY	ITEM DESCRIPTION	TOTAL PRICE	BALANCE

Figure 2-4

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CHAPTER 3

TRANSPORTATION LOGISTICS AND MATERIAL EXPEDITING

3000   INTRODUCTION. Guidance in this chapter is to assist Supply Officers in establishing or improving their "hot" material expediting functions.

3100   CRITICAL REQUIREMENTS. CASREP/NORS material requirements require close management attention from the Supply Officer, Duty Supply Officer, and senior Storekeepers. Expeditious procurement of critical material is one of the key benchmarks of successful supply support. Designating critical requirements as CASREP/NORS or ANORS requires coordination between the Supply Officer and cognizant Department Head and Commanding Officer approval. List NORS and ANORS requisitions on both the customer and Supply Department's Eight O'clock Reports. Exchange reports to ensure each department has the latest information concerning supply and maintenance status.

3200   EXPEDITING FUNCTIONS. Obtaining critical material expeditiously is both an art and a science. Initiative and persistence must be combined with a thorough knowledge of supply and transportation procedures and the ability to communicate requirements and results promptly both on and off-ship. The primary product of the expediting function is receipt and issue of the needed material to enable maintenance personnel to return vital equipment to service. The secondary product of the expediting function is information concerning the submission of requirements, status of procurement and shipment and the eventual receipt and successful correction of the material casualty. The Supply Officer and his/her duty section representatives should have current supply/transportation status on all critical requirements and provide this information to the Commanding Officer and cognizant Department Heads daily. The primary vehicle for internal reporting is the Supply Department Eight O'clock Report, although particularly critical requirements may require more frequent informal reports. In addition, this information is regularly required for CASREP Update messages. Obtaining this status information requires a significant amount of time and effort. While in port, obtain status obtained by telephone inquiry or various on-line systems such as the NAVSUP One Touch Internet site. Underway, status information is normally limited to incoming status reports, naval messages, or SALTS. Steps that Supply Officers should take to expedite material include:

a. "Walk" the logistics pipeline in homeport. Meet the key players responsible for issuing/moving ship's material to the ship (i.e., Customer Service Officer to become familiar with receiving, storage handling, shipping services, AMC Air Terminal Officer and NAVTRANSSUPPCEN representatives to become oriented with tracing shipments, group/TYCOM/Fleet expediters, etc.).

b. Instill a "can do" attitude in shipboard expediters.

c. Establish a dialogue with the fleet expediting activities. (Trident Refit Facility Detachment Norfolk, VA for COMNAVSURFLANT ships, Submarine Logistics Support Center Bremerton, WA for COMNAVSURFPAC ships) These activities are staffed around the clock and are responsible for expediting all fleet CASREPs.

d. Develop an extensive telephone number and points of contact resource file that is available to the expediters' day or night. Include stock points (FISC Customer Service Officers), DLA activities (i.e., Defense Supply Center Richmond, VA; Defense Depot, Tracy, CA; etc.), NAVICP Mechanicsburg and Philadelphia, Group/TYCOM/SYSCOM expediters, MATCONOFF, Transportation Officers (NAVTRANSSUPPCEN, AMC Navy Reps, etc.), Air/Water Terminals for tracing (AMC, NAVAIRTERMS, Water ports), and any unique vendor, DOD material sources (i.e., FMC, AEGIS Depot Operations, etc.). NAVSUPINST 4420.27J provides points of contact, including telephone numbers and addresses, to Defense Supply Centers, Inventory Control Points, Fleet and Industrial Supply Centers (FISCs), GSA Regional Offices, etc.

    e. Establish a disciplined approach to review each critical material requirement as follows:

       (1) Is it possible to acquire the item from any source within the prescribed deadline?

       (2) What aspect of this acquisition mandates your personal involvement (SUPPO-to-SUPPO transfer, determination to generate a CASREP to release war reserve stock or cannibalization, walking through or expediting an open purchase procurement, setting up special transportation arrangements, exploring residual excess material programs such as CRAMSI, etc.)?

       (3) Upon confirmation of material availability, determine exactly how the material will be shipped to you, establish a schedule to track its progress and, if necessary, conduct follow-ups. Communicate progress daily to the Commanding Officer.

3300   FLEET FREIGHT/CARGO ROUTING INSTRUCTIONS

a. Ships must submit and continually update fleet freight routing instructions according to the ship's schedule to provide clear and complete cargo routing instructions to NAVTRANSSUPPCEN or Theater Routing Promulgator(s). Cargo routing messages should identify the location/port where the ship will be receiving cargo, the inclusive dates, and transportation priority of cargo desired at each location/ port. Cargo should not be routed to ports where the ship's visit is less than five working days. Ever changing schedules, weather, etc. often result in material missing connections with the ship. To route high priority, CASREP material to such a port, send an "A0E" exception data MILSTRIP message with specific shipping instructions for off-line processing to your requisition POE. Make sure TYCOM and NAVICP expediters are info addees on all applicable messages. NOTE: TP3/surface cargo is not generally routed overseas for ships' deployments of less than 90 days.

b. **Thirty days before deployment** provide NAVTRANSSUPPCEN and Theater Routing Promulgator (if applicable) with a prospective schedule that includes the last day you want to receive cargo in your homeport. Theater Routing Promulgators are:

    (1) for Mediterranean: COMFAIRMED

    (2) for Persian Gulf and Red Sea: COMSERVFORNAVCENT

    (3) for Pacific: COMLOGWESTPAC.

c. Once deployed to one of these operating areas, you may remove NAVTRANSSUPPCEN as an addressee on routing changes because NAVTRANSSUPPCEN receives weekly and biweekly routing messages from the Theater Routing Promulgators that override ships' messages. CONUS shippers receive routing instructions from NAVTRANSSUPPCEN for all Navy Mobile Unit cargo.

d. Include the following activities as addressees for fleet freight routing instructions where applicable:

    (1) NAVTRANSSUPPCEN NORFOLK VA//031A2.2// and/or the following based on OP area:

         COMFAIRMED NAPLES IT//N433B//
         NAVTRANSSUPPCEN TRAVIS AFB CA//SWS200//
         COMSERVFORNAVCENT
         COMLOGWESTPAC
         COMNAVSURFGRU ROOSEVELT ROADS PR//OIC// (for Caribbean or CNOPs)

    (2) TYCOM expediting branch.

       (3) Squadron.

       (4) Homeport Supply Activity/Supporting Supply Sources.

       (5) Foreign Service Activities: USDAOs and U.S. Embassies, if appropriate.

       (6) Fleet expediting activities:

COMNAVSURFLANT ships, TRIREFFAC DET SUBLOG NORFOLK VA//10//
COMNAVSURFPAC ships, SUBLOGSUPPCEN BREMERTON WA//20//

e. Out-CONUS commercial air often results in delays due to customs clearance problems. Most commercial airports are not suitable as COD or VOD airheads. Movement by AMC eliminates delays associated with customs clearance.

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CHAPTER 4

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

4000 INTRODUCTION. Effective inventory control begins with proper material receipt, custody, and stowage procedures. Many afloat supply problems can be traced to procedural deficiencies in these areas. Physical limitations, such as inadequate receipt processing areas and severe stowage constraints, are inherent in the design of most ships. These limitations are not, however, an excuse for improper procedures.

4001 RECEIPTS

a. Stock Material. Receipt processing for stock material is a very basic but critical procedure. Improper receipt processing will result in inaccurate stock record validity. The most important point in receipt processing is to complete the job today. Once material is brought aboard the ship and stowed, it is vital that all paperwork be completed to assure material is properly accounted for. Many stores operations have gotten into serious problems because unprocessed receipts stacked up for a period. When this occurs, paperwork can be lost and stock records won't reflect actual onhand balances. The receiving rule of thumb for stock material is: **"If it's stowed today, the receipt is processed today."**

b. Direct Turn Over Material. A signed proof of receipt is required. This includes DTO requirements which Supply Petty Officers "walk through." Ships do not normally have staging facilities to store DTO material while awaiting customer pickup. Supply personnel must make every effort to separate storeroom receipts from DTO receipts. The preferred method is for divisional/departmental Supply Petty Officers to sign for and take custody of DTO material pierside or on deck. Strike down DTO material only when required by safety or material security concerns. Unprocessed DTO receipts affect financial record accuracy and cause unnecessary MOV effort. Process receipts daily to avoid uncontrolled losses.

c. Automated Ship Receipt Considerations. Automated ships are no longer required to maintain a hard copy material completed file. However, for research purposes, keep receipts for the current and two prior fiscal years. After posting receipts into the computer, file them in document number sequence to aid in material receipt research (i.e., SFOEDL and UOL processing). SNAP II ships are required to run the "Material Receipt Acknowledgment" (MTLRAC) utility daily. Document identifier "DRA" (receipt acknowledgment) is automatically assigned during report generation for all completed requisitions in the requisition file (RQF). In addition, requisitions with overaged shipping status (AS_, AB_, AU_) greater than 30 days old (CONUS) or 90 days old (deployed) will also generate DRAs. Document identifier "DRB" (reply to follow-up) is automatically generated for all "DRF" (follow-up for delinquent material) requests received through status input. All DRAs/DRBs generated by running the MTLRAC utility write to an output file. Submit this file to DAAS daily via SALTS. Additional receipt processing information is in Chapter 4 of NAVSUP
P-485. (NOTE: "Daily" in the above paragraph means Monday through Friday, except holidays.)

4002 MATERIAL DISCREPANCIES

a. Supply Discrepancy Report (SDR) (formerly called Report of Discrepancy (ROD)), Standard Form 364. NAVSUP P-485, paragraph 4270, and NAVSUPINST 4440.179A provide specific guidance for preparing and submitting SDRs/RODs for receipt of discrepant material and material lost in shipment. Use the SDR/ROD Control Log, Figure 4-1, to keep track of outstanding SDRs/RODs.

b. Material Lost in Shipment. If material is not received within the periods stated in NAVSUP P-485, paragraph 4270.6; submit a SDR/ROD to the shipping activity. Request expedited shipment or credit. The shipper will respond with additional information. If traceable shipping data is

provided, submit a Transportation Discrepancy Report (TDR), Standard Form 361, to the shipper. If the response states that no shipment or reshipment is forthcoming, or credit is granted, complete the requisition. On a dummy receipt, DD 1348-1A, annotate "Mat'l Shipped/Not Rcvd" and cite all available shipping data and the SDR/ROD number submitted. Prepare a FLIPL, DD Form 200, for the loss, if applicable. See Appendix D for DLRs lost in shipment.

4003   DEFECTIVE MATERIAL

a. Quality Deficiency Report (QDR), Standard Form 368. The supply system uses the QDR to control the quality of material. Details for submitting QDRs are in NAVSUP P-485, paragraph 4274, SECNAVINST 4855.6, and NAVSUPINST 4400.189. Submit QDRs to NAVICP Mechanicsburg, Code 10422. Send copies of Category I and safety Category II QDRs to TYCOM. Use a QDR Control Log, Figure 4-2, to track status of outstanding QDRs.

b. Defective Material Summaries (DMS). Every two months, NAVICP Mechanicsburg publishes a DMS report for quality deficient material identified by NAVICP case number and NSN. Review this report and dispose of defective material using the instructions in the summary. NAVICP transmits urgent defective material actions by message to all concerned activities. These messages require immediate action. For Q COSAL material, the DMS Nuclear Material Appendix specifies that all replies, including negative replies, concerning inspections and purge actions be forwarded to NAVICP Mechanicsburg, Code 87322.

c. Maintain a file of completed DMS reports annotated with actions taken. Retain the file for the current and one prior fiscal year.

d. Check all COSAL types.

4004   ISSUE ERRORS (CUSTOMER REFUSAL). Standard Navy material received as a result of an issue error by the local issuing activity can be returned within 60 days of receipt. Direct OPTAR credit can be granted, provided the issuing activity has not processed the invoice. The turn-in should be accomplished on the original receipt invoice. Should sufficient copies of the original invoice not be available, prepare a DD Form 1348-1A invoice using the same document number as the original requisition. One copy of the original invoice must accompany the material. Credit for material not issued locally will be handled as an SDR/ROD per paragraph 4002.

SUPPLY DISCREPANCY REPORT/REPORT OF DISCREPANCY (SDR/ROD) CONTROL LOG
FY _____

SDR/ROD NUMBER	ACTIVITY	RESPONSE/FOLLOW-UP	REMARKS

Figure 4-1

QUALITY DEFICIENCY REPORT (QDR) CONTROL LOG
FY _____

QDR NUMBER	ACTIVITY	RESPONSE/FOL-UP	REMARKS

Figure 4-2

CHAPTER 5

MATERIAL EXPENDITURE AND SHIPMENT

5000   TRANSFER OF MATERIAL

a. Transfers To Other Units. Commanding Officers are strongly encouraged to provide available material, especially repair parts, to other units to fill emergency requirements and enhance overall Force readiness. The transferring ship will replenish its own stock if necessary. Do not use Signal Code "J" requisitions except as authorized in 5000b and c below. The majority of replenishments will be absorbed by the transferring ship's OPTAR with negligible effect. In the long run, ships will usually receive as much material as they transfer. Transferring ships prepare monthly summaries according to . If an OPTAR augment is required, include the net cost for replenishment of transferred material in the justification portion of the OPTAR augment request. To encourage maximum cooperation between ships, augment requests based on transferred material costs will receive the highest priority of consideration for TYCOM approval. All transfers must be approved by the Commanding Officer, Supply Officer, or a designated representative.

b. Material Transferred From Ashore Activities. Afloat units may receive chargeable material from ashore support activities, such as ATG, NSWSES, etc. If these activities require in-kind reimbursement of material via a signal code "J" requisition, afloat units are authorized to provide such a requisition.

c. Helicopter Support. Surface ships supporting helicopter detachments occasionally submit requisitions charging the operating funds of the parent squadron according to aviation support instructions. Signal code "J" requisitions are authorized in such cases.

d. Inter-Ship Transfers of Depot Level Repairables (DLR). See Appendix D.

5001   EXCESS SPARE PARTS. Funds are generated in the Force through the turn-in of not-needed, creditable material. Integrated Logistics Overhaul (ILO) will help purify repair parts stock by redistributing or turning-in excesses. Consumables ("Other" OPTAR) are not included in the ILO process. Identification and disposition of excess consumable material is a joint responsibility of the custodian Department Head and the Supply Officer. All material exceeding allowances and/or requirements with a unit price of $100 or greater will be turned in ashore. Note: DO NOT spend OPTAR funds (postage) to mail/ship excess material; hold material until return to home port or near a military transshipping point (i.e., CLF ship or local hub/node). Credit eligibility will be determined by the receiving shore activity. Ensure card column 72 contains "C" and the appropriate condition code from NAVSUP P-485, Appendix 10 is inserted in data block "P" of the DD Form 1348-1A.

a. (For NAVSURFLANT units) All excess NSN repair parts in "A" condition (DLRs or NON-DLRs), with a unit price over $100.00 will be turned-in to RMMS warehouse located at Commanding Officer LANTFLTILOACT, St. Juliens Creek, Portsmouth, VA for induction into the RAM inventory. The following items are excluded from RMMS: Part number items, TNICNs, HAZMAT, Level One, Medical, X SMIC, APA cogs, and any items that have a shelf life under 2 years. These items should be turned-in according to NAVSUP P-485. Note: Do not off-load excess maintenance assistance modules (MAMs) identified as Allowance Type Code 6 (ATC-6) items unless directed by COMNAVSURFLANT (N412). Ships will retain all MAMs currently on board except when an Alteration Installation Team (AIT) conducts equipment removal through Engineering Change Proposal (ECP), Ship Alteration (SHIPALT), or related maintenance action. Ships must document all transfers of materials on appropriate forms with complete address, phone number, point of contact, and authorized signatures

b. (For NAVSURFPAC units) Turn-in excess RFI DLRs to Redistribution Material Management Systems (RMMS) Warehouse, Bell, CA. Do not turn-in excess RFI DLR to RMMS as a result of

duplicate shipment; instead do customer refusal and ensure to request credit. Dispose of non-creditable excess material as follows:

(1) Distribute to other departments on a no-charge basis.

(2) Transfer directly to other Force ship/units by arrangement between the Supply Officers concerned.

(3) Turn-in ashore (i.e., ILO). (NAVSUP P-485, Paragraph 5067)

c. (For NAVSURFLANT/NAVSURFPAC) Newly Commissioned ships will not turn-in any excess materials until 18 months following Post Shakedown Availability.

5002   MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY. Ships must report MLSR property per NAVSUP P-485, paragraph 5134. The following instances require a message report within 48 hours of discovery of the loss per SECNAVINST 5500.4G:

a. Arms, ammunition, and explosives or other destructive devices regardless of value

b. Classified equipment such as Controlled Cryptographic Items (CCI) and classified repair parts, excluding cryptographic items accountable within the COMSEC material system

c. Precious metals including presentation silver.

5003   FUEL/LUBE OIL OFF-LOAD INCIDENT TO OVERHAUL/MAJOR AVAILABILITY. Ships entering yard periods for overhaul or major availability are usually required to off-load fuel and lube oil before start of yard work. Transfer fuel and lube oil that meets specifications to another naval activity. Fuel/lube oil off-load procedures are as follows:

a. Reduce on board stocks through normal attrition and monitoring of reorders.

b. When fuel/oil does not meet specifications, transfer it to waste recovery or slop barges.

c. Transfer fuel/lube oil meeting specifications directly to another afloat activity that requires the product. If direct transfer is not possible, contact the local fuel stock point for assistance.

5004   EXPENDITURE DOCUMENT PREPARATION. The DD Form 1348-1 form was replaced system-wide with the DD Form 1348-1A form on 1 January 1998. Manual DD Forms 1348-1A are available in the supply system under NSN 0102-LF-016-4100. Automated, bar-coded DD 1348-1A documents for DRMO turn-in, MTIS transfer, OSO transfer, HAZMAT transfer, dummy receipts and other receipts/expenditures, except DLR turn-in, can be produced using the QUICK-1 program, a SPAWARSYSCEN stand-alone PC program which was distributed to all ships in FY 97 and Y2K upgrade in JUN 99. Ships who did not receive the QUICK-1 program should contact FOSSAC SPAWARSYSCEN DET, CODE 531, 757-523-8212/8153 (DSN 565). Use of QUICK 1 will simplify document preparation and is encouraged. Operating procedures are contained in the QUICK-1 User Guide, SPAWARSYSCEN Document No. S-006/UG-008. See Appendix D for DLR Turn-in guidance.

CHAPTER 6

INVENTORY CONTROL

6000   INTRODUCTION. The procedures in NAVSUP P-485 apply to all surface ships except those units equipped for automated inventory control operations. Such units shall comply only to the extent that these procedures are compatible with the automated system. NWCF ships will comply with the guidance in COMNAVSURFLANTINST 4406.1H or COMNAVSURFPACINST 4400.7A. SNAP II/III/RSUP and micro-SNAP ships will follow guidance in COMNAVSEASYSCOM SNAP II DESK GUIDES. The following supplementary instructions apply to all surface ships.

6100   STOCKING POLICY

        a. Except as authorized below, the Supply Officer maintains custody of repair parts. Commanding Officers are encouraged to assign the responsibility for stocking consumables to the Supply Department when adequate space, facilities, and personnel exist. See NAVSUP P-485, paragraph 6169. For NAVSURFPAC units only, monitor never out consumable items as SIM DTO.

        b. Pre-Expended Bins (PEB). Stocks of PEB material are authorized at the work center level. NAVSUP P-485, paragraph 6171 provides additional guidance. Keep work center PEBs at minimum levels.

6200   SUPPLY SUPPORT CENTER. Establishment of a Supply Support Center separate from the Supply Office is required whenever possible. The responsibilities of the Supply Support Center are outlined in the Maintenance and Material Management (3-M) Manual (OPNAV 43P2). Maintain all stock records for material in the custody of the Supply Officer in the Supply Support Center.

6201   REQUIRED REFERENCE PUBLICATIONS AND FILES. Publications listed in NAVSUP P-485, paragraph 6041, must be available in the Supply Office or Supply Support Center.

6300   STOCK REPLENISHMENT POLICY. Follow the procedures in NAVSUP P-485, Chapter 6 for replenishing all categories of materials. TYCOM funding and stocking policy is 100 percent on hand or on order. See paragraph 7007 for funding priorities.

6301   SELECTED ITEM MANAGEMENT (SIM) MATERIAL. Manage SIM material per NAVSUP P-485, paragraph 6168. For NAVSURFPAC ships, SIM items with a high limit of one can be changed to two on a case by case basis.

6302   QUARTERLY REVIEW OF SIM BATTERY

        a. The Supply Officer will review SIM material on a quarterly basis IAW NAVSUP P-485, paragraph 6226 :

            (1) Verify those items in the Report 042 SIM (SSL) to make sure they are in fact qualified as SIM items.

            (2) Reorder to the high limit those items where on hand plus on order quantities are equal to, or less than, the high limit.

            (3) Reorder SIM (NIS) using Urgency of Need Designator "B" priority 05/06.

        b. When a SIM item has a low unit cost and low cube (i.e., resistors, nuts), the reorder quantity may be increased up to an additional 90 day requirement if the total value of the additional

quantity does not exceed $40 per line item. See "Economic Order Item (EOI)" in NAVSUP P-485, paragraph 6226.

6303 <u>NOT CARRIED (NC) ITEMS</u>. Procure not carried items, <u>other than repairables</u>, as follows:

a. Items required to accomplish maintenance actions will be ordered DTO to the using department.

b. Not carried items receiving two or more demands within 6 months may be procured, stocked, and managed as SIM items.

c. Not carried items receiving two or more demands within 1 year (but not qualifying for SIM) may be procured for stock as a non-SIM item in a minimum replacement quantity (usually one) at the discretion of the Supply Officer. Verify SMR code and ensure listed on the APL. Establish allowance type (AT) code 4 stock record files for these items.

d. Not carried items not meeting the above frequency of demand criteria may be procured for stock upon approval of an Allowance Change Request/Report (NAVSUP 1220-1 or 1220-2) per NAVSUP P-485, paragraph 2105.

6304 <u>ENDURANCE LOADING</u>. Endurance levels for all categories of materials are prescribed in COMNAVSURFLANT OPORDER 2000 AND CINCPACFLT OPORD 201-YR. TYCOM policy is to maintain 100 percent of repair allowances on hand or on order.

6305 <u>AT5 MATERIAL OFF-LOAD DURING INTEGRATED LOGISTICS OVERHAUL/REVIEW (ILO/ILR)</u>

a. NAVICP assigns Allowance Type codes based on various allowance computations. AT5 coded items are defined as repair parts which do not compute for storeroom allowances, but have application to installed shipboard equipment and are within the installation capability of ship's force.

b. CONUS ships not undergoing ILO/ILR with significant AT5 material storeroom overcrowding problems may submit message requests for off-load assistance to include number of line items, material condition, category of material, proposed off-load dates and location. TYCOM will provide guidance for identifying AT5 off-load candidates, preparing simplified turn-in documents and shipping procedures.

6306 <u>AUTOMATIC REORDER RESTRICTION CODES (ARRC)</u>. ARRCs seriously affect a ship's stock position and weapons system support. When ARRCs are assigned to SRFs, stock deficiencies for these items will not appear on stock reorder review (SNAP II RPT029).

a. Use ARRCs only for:

(1) Large/bulky AT Code 1 material while waiting for a response to an ACR/FCFBR. Enter the ACR/FCFBR serial number in one of the location blocks of the SRF (i.e., ACR 96-001).

(2) AT Code 1 material which has had stock replenishment requisitions canceled with "CG', "CJ", "CK", "CY", or "CU" (discontinued without replacement), while waiting for a response to a COSAL feedback report requesting an updated APL (new NSN, deleting the old NSN, or reversing the cancellation status). Enter the COSAL feedback report JSN in one of the location blocks of the SRF (i.e., CFB STK-9040-005).

(3) If ARRCs are used, use "RR" to signify reorder restriction for large/bulky AT code 1 material. For AT code 1 material canceled per paragraph (2) above, use the cancellation status code as the reorder restriction.

b. Do not use ARRCs for:

(1) AT Code 1 consumable material (i.e., 9D, 9L, 9Q COG) which the Supply Officer decides will not be carried on board. Instead, change ERC Code to 'C' and AT Code to '8'. Issue material upon request but do not reorder for stock.

(2) NAVICP-M/NAVSEA items canceled with "RG" status. Receipt of "RG" status is authority to delete the applicable SRF.

(3) AT Code 4, 5, 6, 8, and 9 material. Manage AT Code 4 material from the reorder review (RPT029). AT Code 4 requirements which experience an unusually high demand due to pending inspections, upcoming deployments, or underway periods may remain on reorder review (RPT029) until high limits level off or the SRF converts to AT Code 8. Delete AT Code 4 SRFs for material that is too large to store.

(4) MAMs. Refer to COMNAVSURFLANTINST 4440.3A/COMNAVSURFPACINST 4440.4 for guidance on MAMs deficiencies.

c. After deleting ARRCs, screen deficient DLRs and non-DLRs (valued greater than $100) through current cost avoidance programs (i.e., CRAMSI, RAM, etc.).

d. Quarterly, the Supply Officer should review the ARRC Stock Status Listing (RPT042) to ensure only valid ARRCs remain in effect and corresponding ACRs and COSAL feedback reports are still active.

6307   DEMAND EFFECTIVENESS PROCESSING . Follow-up on ACR's and COSAL Feedback Reports as necessary. Set demand effectiveness processing parameters for SNAP II/III/RSUP and Micro-SNAP according to Figure 6-2.

6400   ISSUE PROCEDURES/CONSUMPTION DOCUMENTS. Approval requirements for consumption documents (NAVSUP 1250-1) for stock issues or DTO material is per NAVSUP P-485, paragraph 6206, with the following additions:

a. The requesting Department Head must sign requests for material with a total cost of $1000 or more. This approval may not be delegated.

b. The Commanding Officer must sign requests for material with a total cost of $5000 or more. This approval may not be delegated.

6401   EXCESSIVE QUANTITIES. Supply Support Center personnel must investigate all issue requests for quantities of repair parts and consumables appearing excessive. Before issuing, bring it to the attention of the Supply or Stores Officer. The Supply or Stores Officer should review the request, referring to quantities actually installed in the equipment per APL and, if warranted, bring the request to the attention of the pertinent Department Head. Note: Divisions ordering repair parts more than the quantity installed are usually ordering unauthorized "bench spares." Review the Material Outstanding File (SNAP II RPT 073 in JCN sequence) for the same NSN ordered more than once under the same JCN.

6402   REQUESTS FOR NOT IN STOCK (NIS) REPAIR PARTS. Reasons for NIS situations must be determined. Possible causes are ILO deficiencies, high recent usage, failure to reorder, etc. Report the cause to the Supply or Stores Officer. If the NIS causes a Casualty Report (CASREP), inform the Supply Officer or Supply Duty Officer immediately. Make sure quantities are reordered for stock.

6403   REQUESTS FOR NOT CARRIED (NC) REPAIR PARTS. The effort to verify each NC transaction is important enough to warrant the attention of the Supply Department's most experienced personnel. Upon receipt of an NC request, Supply personnel will validate:

   a. The ship's COSAL supports the equipment application of the requested item.

   b. The requested item is actually NC instead of a stock number change, substitute, or misfiled stock record card.

   c. A substitute item or, in the case of a potential CASREP, a part available in a non-vital equipment cannot meet the requirement.

6404   ISSUES TO OTHER UNITS/OSO TRANSFERS. When transferring parts to other ships, the transferring ship will replenish its own stock. The receiving ship will report consumption of the material; the transferring ship will not. Accomplish transfers per NAVSUP P-485, Chapter 5. Do not use transfers as demand in computing SIM usage levels. The transferring ship will prepare "A" or "B" Summaries per , paragraph 6106.2, and maintain copies of the summaries to support additional funding requests if required.

6405   TOTAL ASSET VISIBILITY (TAV). Force Inventory Management Analysis Reporting System (FIMARS). FIMARS assist Force, Group, Task Force Commanders, and Regional Support Groups by providing TAV of inventories on board SNAP I, SNAP II, Ported SNAP, RSUP, and Micro-SNAP ships. FIMARS enables an administrator (i.e., MATCONOFF, expediter, supply systems analyst, etc.) to query a single database to determine material availability, excess on hand/dues management, deficiency reviews, and other related inventory/dues management issues. Validity of the FIMARS database depends on timely submission of the Force Inventory Transmission System Download (FITSDL) from all applicable ships. All ships will transmit FITSDL updates on the 10th and 25th of the month via SALTS to TYCOM (NAVSURFLANT ships use SALTS address "FIT"). (NAVSURFPAC ships use SALTS address "ZA2"). Activities who wants to do stock availability check of other activities on the web, www.atav.navy.mil, USER ID: atav, PASSWORD: wizard (all lower case).

6500   REPAIRABLE ITEM MANAGEMENT. NAVSUP P-485 and NAVSUP P-545 contain detailed procedures for procurement, handling, and turn-in of repairable items. All commands will strictly comply with the accounting and turn-in procedures for repairable carcasses. Fleet readiness is reduced when excess Ready for Issue (RFI) or Not Ready for Issue (NRFI) Depot Level Repairables (DLR) are carried on board. Investigate DLR excesses to make sure that all carcasses have been turned-in for previously requisitioned material before being turned in as excess. For NAVSURFLANT units, turn-in excess RFI DLRs to Commanding Officer, LANTFLTILO Team (RMMS), St. Juliens Creek Annex, Portsmouth, VA 23702. For NAVSURFPAC units, turn-in excess RFI DLRs to Redistribution Material Management Systems (RMMS) Warehouse, Bell, CA. Turn-in documents, DD Form 1348-1A, must have the correct management code "C" (credit) in card column 72. Note: DO NOT spend OPTAR funds (postage) to mail/ship excess material; hold material until return to homeport or near a military transshipping point (i.e., CLF ship or local hub/node). For additional guidance on DLRs, see Appendix D.

6501   FIXED ALLOWANCE REPAIRABLES. DLRs are fixed allowances. The fixed allowance will identify both the range and depth authorized for storeroom items, MAMs and OSI. The fixed allowance published in the COSAL is the maximum inventory level authorized. No increase in stock levels is authorized without an approved Allowance Change Request-Fixed (ACR-F). ACR-F format is in NAVSUP P-485, paragraph 2105, and SPCCINST 4441.170A, Chapter 5. Use the ACR-F for requests to increase (or decrease) allowances based on demand/usage. DLRs are always managed as non-SIM.

6502   ONE-FOR-ONE REPAIRABLE REPLACEMENT. All DLR repairables will be requisitioned strictly on an exchange basis (i.e., a non-ready-for-issue (NRFI) carcass will be turned-in to requisition a

ready-for-issue (RFI) replacement unit). Exceptions to this policy include initial outfitting of DLRs per a new COSAL or ASI/MCMAR update (field level changes) and DLR deficiencies due to an approved ACR-F (these requisitions will cite Advice Code 5D). NAVICP-M Code 055 will notify requesting unit via naval message/letter granting approval/disapproval. Approved allowance increases are updated via ASI processing. Note: An ACR-F approved for a single unit/ship is funded by TYCOM. ACR-Fs approved for an entire class of ships are funded by the NAVSEA OPN Outfitting Account, per SPCCINST 4441.170A CH-1.

6600   <u>CONFIGURATION MANAGEMENT AFLOAT</u>

a. Configuration management directly affects operational readiness. NAVSEA Technical Specification 9090-310B, NAVSEA Technical Specification 9090-700B, NAVSEA Fleet Modernization Program (FMP) Management and Operations Manual, COMNAVSURFLANT Force Maintenance Manual, and Combat Systems Improvement Program (CSIP) Number Ninety Two provide the basis for configuration management afloat. Although the Commanding Officer is ultimately responsible for shipboard configuration, the Supply Officer is the ship's primary officer responsible for all matters relating to shipboard configuration management. Along with the 3M Coordinator, the Supply Officer will take all necessary steps to provide management oversight, assume shipboard cognizance and responsibility, and enforce compliance with the provisions of the publications listed above.

b. The goal for shipboard configuration accuracy is 95%. (This figure is arrived at using ship's equipment validation information; i.e., 95% of equipment listed on your database should match what is actually on board. Continue to stress the equipment validation program on board to maintain an accurate database.) There are many reasons why these goals are not met. Some reasons are under the ship's control while most are not. The most significant include: incorrect initialization during new construction; poor adherence to Alteration Installation Team (AIT) Integrated Logistics Support (ILS) procedures; unprovisioned APL(s) at time of installation; lack of deck plate training/knowledge; lack of training/knowledge at the In-Service Engineering Agent (ISEA) level; non-reporting of shipboard level and/or intermediate level installations; etc.

c. Although there is an infrastructure in place to ensure correct reporting of configuration changes to ship's systems and equipment, vigilance and oversight of all equipment installations and modifications at the shipboard level is absolutely essential to maintaining the accuracy of the ship's configuration data base. Supply Officers must take the lead in ensuring all accomplished installations and alterations have appropriate ILS. Become an integral part of the shipboard alteration/installation planning process. Be aware of planned alteration/installation dates to track and make sure ISEAs and AITs provide all ILS products at the completion of the alteration/installation.

d. The following additional measures are strongly recommended:

(1) The Supply Officer and 3M Coordinator must be heavily involved in the shipboard planning/scheduling of the AIT process.

(2) The Supply Officer and 3M Coordinator should conduct frequent configuration training for shipboard personnel. This effort is particularly critical during pre and post maintenance availability periods.

(3) Make sure the 3M Coordinator has completed all schools required for NEC 9517. Systems Coordinators are required to obtain NEC 9573 for SNAP II commands and NEC 2730 for Ported SNAP commands.

(4) Make sure Automated Shore Interface (ASI) tapes, Revised Alternative Dataflow (RAD) uploads and downloads and TYCOM approved Unsequenced Automated Shore Interface (UASI) tapes are processed expeditiously.

(5) Make sure all emergent work conducted by ship's force, shipyards, and Shore Intermediate Maintenance Activities (SIMAs) is properly documented, and that OPNAV 4790/CKs are processed to document all configuration changes.

(6) Discuss the TYCOM quarterly alteration installation message at Planning Board for Training and incorporate it into ship's short/long-range planning schedule. (For NAVSURFPAC units only) Note: This message is released by N432B and sent to Southwest RMC for dissemination to NAVSURFPAC units.

(7) Create shipboard awareness of ILS requirements for installations/modifications and establish a feedback/control mechanism to track and report configuration changes.

6601   EQUIPMENT SUPPORT/COSAL MAINTENANCE. Updating the ship's COSAL to support installed equipment is a continuing effort requiring total command involvement. Under the Maintenance Data System (MDS) of the 3M System, Work Center technicians will submit OPNAV 4790/CKs to add, change, or delete equipment APLs due to unsupported or inaccurately supported equipment on board, or supported equipment no longer on board. Submit Fleet COSAL Feedback Reports (FCFBR) to change or remove parts inaccurately listed on applicable APLs or to identify AT Code 1 material which has had stock replenishment requisitions canceled with "CG', "CJ", "CK", "CY", or "CU", (discontinued without replacement). FCFBRs are no longer required for parts not listed on APLs/AELs. Supply Department personnel will ensure appropriate supply support is available to maintain installed equipment through effective use of the ship's COSAL. With total command involvement, accurate logistic and maintenance support will improve the reliability of all onboard equipment and systems. OPNAVINST 4790.4C "3M Manual," SPCCINST 4441.170A, Chapter 5 "COSAL Use & Maintenance Manual," and NAVSUP P-485, paragraphs 2104 and 2205, provide specific guidance for configuration validation and maintenance. In addition, continue to submit FCFBRs in the following situations:

a. SM&R changes.

b. Technical manual inconsistencies/questions.

c. Unit of issue/minimum replacement units changes.

d. Planned maintenance system (OMMS) deficiencies.

e. Component characteristics file (CCF) change APL header.

f. Technical drawing additions/questions.

6602   OUTFITTING ALLOWANCES FOR NEW CONSTRUCTION SHIPS ONLY. At Supply Officer discretion, refer outfitting allowances that appear inadequate to support installed equipment to the appropriate Naval Supervising Activity (NSA). If this does not suffice, forward an Allowance Change Request (ACR) (NAVSUP 1220-2) to COMNAVSEASYSCOM, via the NSA with information copy to TYCOM. See NAVSEAINST 4441.2A for detailed information.

6603   ALLOWANCE CHANGES. NAVSUP P-485, paragraphs 3365-3369 provides detailed information on eligibility, requisitioning, and other procedures related to initial or increased allowances of repair parts and equipage authorized for NAVSEA COSAL funding. The following supplemental guidance applies:

a. Applicability. Whenever CNO/SYSCOMS or their technical agencies change shipboard allowances, Fleet Modernization Program (FMP) COSAL funds finance these changes except:

(1) Ships in depot maintenance or within 60 days of depot maintenance. Equipage deficiencies (including Ship Portable Electrical/Electronic Test Equipment Requirements List (SPETERL)) only.

b. Requirements for New Installation and Unsupported Equipment. NAVSUP P-485, paragraph 2104 authorizes requisitioning allowance deficiencies in support of newly installed/unsupported equipment. Determine and submit requirements following subparagraph d and e below. Make sure that configuration change information is submitted per paragraph 6601.

c. Stocking Decisions for Repair Parts. Check maintenance level codes for each item in the APL allowance column ensuring that you order only material installable at shipboard level for stock. Maintenance level codes are the third position of the Source, Maintenance, and Recoverability (SM&R) code on the APL. The "COSAL Use & Maintenance Manual," SPCCINST 4441.170A, Figure 5-A-18 contains SM&R codes.

d. Deficiency Computation. ASI processing automatically computes deficiencies.

e. Requisition Procedures. Submit NAVSEA OPN Outfitting Account requisitions per NAVSUP P-485, paragraph 3369 and the Navy Outfitting Program Policies and Procedures Manual (TMINS: T9066-AA-MAN-010). Submitting hard copy referenced authorizations and APL information is no longer required.

f. Appropriation Purchases Account (APA) Initial Allowance Deficiencies. Order APA initial allowance deficiencies through normal point of entry (POE) supply channels (i.e., local FISC).

6604   ALLOWANCE CHANGE REQUESTS (ACRs)

a. Submit an Allowance Change Request (ACR) (NAVSUP 1220-2) to request a revision (addition or deletion) to an authorized allowance list for equipment and components, repair parts, or equipage. Forward all ACRs via TYCOM to the cognizant processing control points listed in NAVSUP P-485, paragraph 2105. Additional guidance is:

(1) Justification. Establish the need in terms of programs and requirements placed upon the ship. Include statements why current allowances to support these programs or requirements are inadequate and how the requested item will provide better support. Document usage, manpower, and monetary savings when applicable.

(2) Distribution. Distribute the ACR as follows:

Original and 1 copy	Action addressee via TYCOM
1 copy (if required)	ISIC
1 copy	Via addressee other than squadron or TYCOM
1 copy	Ship's file

b. Follow-Up. The action addressee/TYCOM will endorse a copy of the ACR advising the originator of action taken. ACRs are normally endorsed in less than 30 days. Final action on ACRs should not exceed 3 months. Follow-up letters from the originator to the last activity known holding the ACR are warranted if these periods are not met.

c. Funding. NAVSEA funds allowance increases on approved ACRs if they determine the increase applies to a group of ships. If NAVSEA determines the allowance change applies only to the requesting ship, the requesting ship must use OPTAR to requisition the allowance increase.

d. Files. Ships will maintain pending and completed ACR files (all ships) and Configuration Change (4790/CK) files (manual ships) including all correspondence. Retain these files from

overhaul to overhaul to make sure approved allowance changes are incorporated into the ship's next published COSAL.

e. See paragraph 2105, NAVSUP P-485 and Chapter 5, SPCCINST 4441.170A, the "COSAL Use & Maintenance Manual," for additional information concerning the format, use, and submission of ACRs.

f. Allowances for Material Other Than Equipage and Repair Parts. The following directives provide guidance concerning allowances for material other than equipage and repair parts for active fleet ships:

    (1) OPNAVINST 4780.5T contains boat allowances for Navy ships and shore-based units of the fleet operating forces.

    (2) OPNAVINST 3150.27A contains allowances of diving equipment for ships.

    (3) NAVSEAINST C8011.2A contains procedures for changing ammunition allowance lists.

    (4) NAVAIR Publication 00-35QL-22 provides initial outfitting allowances of meteorological material and equipment.

    (5) NAVAIR Publication 00-35QP-3 provides initial outfitting allowances of photography material and equipment. NAVAIRSYSCOM (NAIR-5392B) has cognizance for changes to photographic allowances.

    (6) NAVSEA Publication SE700-AA-MAN 410/RADIAC provides procedures for shipboard 7Z cognizance portable RADIAC equipment.

6605   BOAT SUPPORT AND CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE). Supply support, including repair parts, for noncommissioned boats, craft, and CESE permanently carried on board ship is included in the ship's COSAL and will be funded by OPTAR. The host ship or the owning command will fund supply support for noncommissioned boats and craft that are not the organic property of the host ship as follows:

a. Pack-up Support. Pack-up kits provided and funded by the parent command may also support boats, craft, or CESE assigned to subordinate commands embarked during deployments and other operations. These kits contain commonly used repair parts and consumables peculiar to the boat or craft.

b. Issue Sequence. To obtain repair parts in support of all NAVBEACHGRU 2 boats and craft, the detachment personnel and/or supporting ship will:

    (1) Issue parts carried in the pack-up kits furnished by the parent command. In the case of an LCU, use the repair parts carried in the LCU. The parent command will replenish the items.

    (2) Issue without charge from organic stocks of the embarked ship. The issuing ship will bear the cost of replacing such issues.

    (3) Screen ships in company for urgently required repair parts and place on fleet-wide/local MATCONOFF screen, if appropriate. Check the pack-up kits and storerooms of other craft embarked/assigned to the Marine Amphibious Readiness Group (MARG). The ship with the embarked detachment will bear applicable costs.

    (4) Request the parent command to provide the parts. The parent command bears the cost.

c. Citing Parent Command Funds by Supporting Ship. Force ships may not submit any requisition that will result in a charge to the OPTAR of the parent command of embarked units.

6606   AUTOMATED SHORE INTERFACE (ASI) TAPE / REVISED ALTERNATIVE DATAFLOW (RAD) DOWNLOAD PROCESSING. Sequenced ASI tapes/RAD downloads provides updated configuration and repair parts support for SNAP II/III ships. Process all sequenced ASI tapes/RAD downloads as soon as possible, barring any (SNAP II/III/RSUP) equipment failure or operational commitments (such as OPPE) where power fluctuations may occur. The 3-M Coordinator will input the ASI tape/RAD download. The Supply Officer will follow-up on the tape/download processing and submit NAVSEA OPN Outfitting Account requisitions.

6700   HAZARDOUS MATERIAL/WASTE (HM/W)

a. The Supply Officer is the HM coordinator unless an industrial hygiene/industrial safety officer is onboard. An effective HM program at any command requires the direct support of all personnel. Material Safety Data Sheets (MSDS), material identification, proper stowage, use, personal protective equipment, and proper disposition or disposal of HM/HW are essential elements of the HM/HW program. Specific afloat HM/HW guidance is available in OPNAVINST 5100.19C. Review it. However, until program aids (i.e., Hazardous Inventory Control System (HICS) implementation, HM requirements incorporated into allowance documents, etc.) are developed and in place, the following interim guidance prevails:

(1) Transfer excess, unopened ready-for-issue (RFI) HM to local HM minimization/reuse stores, where available, or process as MTIS vice HW for disposal. Closely manage Type I (non-extendable) shelf life HM to avoid expiration. Transfer Type II (extendable) HM ashore at the ship's assigned homeport for proper disposal. Obliterate all stickers and labels that reflect locally assigned MSDS numbers on containers processed as MTIS or transferred to a local HM minimization/reuse store before transfer. Failure to obliterate these stickers and labels could result in future users applying inappropriate procedures for handling, stowage, emergency response, personal protective equipment, or disposal.

(2) Explore HM minimization efforts to the maximum extent practical. Review reorder levels for all HM annually to ensure no excess HM is onboard. Multiple work centers should share HM to avoid unnecessary procurement. When you need HM, order the smallest unit of issue available that meets the requirement to avoid or minimize disposal cost for HW. Ships implemented with HICS are encouraged to maximize the range of HM supported via HICS operations.

(3) The Hazardous Material Information System (HMIS) (DOD 6050.5) and the Special Category Item List (SCIL) lists hazardous items. Every ship should have a minimum of three copies (Supply, Medical, and Engineering Departments) of HMIS. HMIS provides MSDS information for most HM assigned an NSN and many open market items procured by DOD. Work Center Supervisors are required by OPNAVINST 5100.19C to conduct hazardous communication training of assigned personnel to meet requirements set forth by 29 CFR 190.1210.

(4) The Ships Hazardous Material List (SHML) identifies HM authorized for use afloat. Per OPNAVINST 5100.19C, do not order HM not listed in the SHML, COSAL, SPMIG, or Navy Ships Technical Manual (NSTM) unless specifically authorized by the Commanding Officer. The SHML contains a feedback report that will be used to identify HM recommended for addition to the SHML. The SHML Feedback Report (SFR) must be signed by the Commanding Officer (cannot be delegated) and attached to the purchase request for submission to the appropriate FISC Procurement Office. The requisitioner is required to forward a copy of the SFR to NAVICP Mechanicsburg (Code 0541). Attach copies of HM open market purchases to HM/HW transferred to another ship or ashore for any purpose.

b. In handling, storing, and issuing HM, Supply Department personnel will:

(1) Shifting to a fully compliant HAZMINCEN operation necessitates shifting workload and responsibility to the Supply Department. IT IS ESSENTIAL THAT MANNING AND SPACE RESOURCES ALSO BE SHIFTED TO ENSURE EFFECTIVE OPERATION. Personnel (HAZMINCEN operators) required to operate these facilities must also be functionally realigned and acquire NEC 9595.

(2) Inventory and inspect HM stowed in the custody of the Supply Department according to shelf life codes (see NAVSUP P-485, Appendix 9) or annually, whichever is sooner. Check material condition of containers, correct identification, and proper marking or labeling.

(3) Handle material received with hazardous or warning labels carefully and correctly.

(4) Make sure hazardous or warning labels remain attached and legible on all HM containers at all times. If you transfer HM into a secondary container, then you must duplicate and affix hazardous and warning label information to the secondary container(s). Attach an MSDS to HM issues. Match each HM container's CAGE code and manufacturer to determine the appropriate MSDS. If required, print MSDSs from HMIS.

(5) Store flammable material in either NAVSEA approved flammable storage lockers (not to exceed the recommended threshold quantity) or in properly designed and outfitted storerooms. A maximum of 30 gallons of HM (two 15 gallon approved lockers) can be stored in a space, unless the space is properly designed and outfitted for storage of flammable material.

c. Shipboard generated HW requiring disposal ashore in CONUS must be coordinated in advance with the ship's assigned homeport. Accomplish OUT-CONUS HW disposal according to in-theater procedures or hold HW for transfer at the assigned CONUS homeport. See COMSERVFORSIXTHFLTINST 4000.1T for the Mediterranean area and COMLOGSUPP-FORSEVENTHFLTINST 4000.1U for the Western Pacific.

6701   GENERAL PURPOSE ELECTRONICS TEST EQUIPMENT (GPETE)

a. Program Objectives. The COMNAVSEASYSCOM program effectively allocates scarce GPETE assets by determining actual GPETE requirements.

b. Validation of Requirements. Units with GPETE (SPETERL or COSAL, Part IIB) are required to continuously review and update the SPETERL and the outstanding requisition file. The Electronics Maintenance Officer (EMO) will:

(1) Conduct an annual GPETE inventory, per CINCLANTFLT/ CINCPACFLTINST 4790.3.

(2) Submit ACRs (NAVSUP 1220-2) (see paragraph 6604) as changes occur in equipment or PMS requirements that involve changes in required GPETE.

(3) Carefully screen excesses that are discovered as a result of shipboard requirements against all SCAT codes to make sure that the item is not required to fill other on board deficiencies.

c. The following procedures apply to requisitioning and disposal of GPETE:

(1) When submitting requisitions for GPETE, use EMRM OPTAR citing fund code _B. Make sure the advice code cited on the requisition is compatible with the project code used. DLR procedures apply to GPETE. When the NSN is unknown, cite document identifier A_E, and provide the preferred equipment model number, subcategory description and SCAT Code in the remarks block.

(2) Use paragraph 6603 (above) "requisitioning procedures" for obtaining GPETE required to support newly installed equipment when the installing activity does not provide the GPETE. Additionally:

(a) GPETE deficiencies (excluding 7Z Cog), resulting from new or previously unfilled requirements (sub-paragraph 2b above) are eligible for NAVSEA OPN Outfitting Account funding.

(b) 7Z GPETE Initial Outfitting/Allowance Deficiencies. Once the SPETERL allowance is determined, the system command will record the deficiency and no further action by the ship is required. NAVICP Mechanicsburg will reject initial outfitting requisitions.

d. GPETE End Item Replacement (GEIR)

(1) Requisition GEIR requirements for failed or unserviceable equipment from NAVICP Mechanicsburg per NAVSUP P-485, paragraph 3279. Requisitions must certify that the failed unit is available for turn-in or has been surveyed.

(2) CINCLANTFLT Test Equipment/Calibration Readiness Assessment (TECRA) Program. The TECRA Program is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among NAVSURFLANT ships. Before requisitioning GPETE to fill deficiencies, Supply Officers will make sure maintenance personnel have screened TECRA assets per CINLANTFLTINST/CINCPACFLTINST 4790.3).

(3) PACFLT Test Equipment Allowance Program (FTEAP). FTEAP is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among NAVSURFPAC ships. The two FTEAP centers are located in San Diego and Pearl Harbor. Before requisitioning GPETE to fill deficiencies, Supply Officers will ensure maintenance personnel have screened FTEAP replacements.

e. CASREP/URGENT Material Requirements

(1) CASREPS. When a specific system is down and 7Z cog GPETE is required to correct a CASREP, include NAVSEASYSCOM DET, Portsmouth, VA on the CASREP message and subsequent updates.

(2) CASREP Related GEIR. Requisition per subparagraph 1 above and with normal CASREP procedures.

(3) CASREP Related Initial Outfitting/Allowance. Submit CASREP requirements by plain text message per NWP 1-03.1 to NAVSEASYSCOM DET, Portsmouth, VA (info: TYCOM, NAVSEASYSCOM DET San Diego CA, and NAVSEAACT PAC Pearl Harbor HI). The message should indicate the test equipment required to correct the outstanding casualty, SPETERL allowance quantity, and quantity on board. Provide Date-Time-Group (DTG) of the outstanding CASREP for cross-reference purposes. MILSTRIP data is not desired since requests will be handled outside normal fleet supply channels. NAVSEASYSCOM DET will provide status and shipping information by message. Other GPETE CASREP procedures continue to apply except that CASREP caption "STRIP" information and "W" requisitions will not be used (use "D" requisition numbers (DLRs)). Insert special notation that requirements are unfilled initial allowance in caption "AMPN."

6800   ORGANIZATIONAL BEDDING. In addition to providing bedding for ship's company, amphibious ships must also provide adequate bedding to embarked troops and other passengers. Accordingly, provide the same bedding items as furnished members of ship's company to troops and passengers commensurate with their rate, rank, or status, and climatic conditions. The supporting ship bears the cost of organizational bedding. Include organizational bedding in the

ship's phased replacement program to make sure that OPTAR is budgeted to maintain adequate allowances. The following procedures are appropriate:

a. In addition to having the capability to outfit ship's company, embarked troops, and passengers with organizational bedding, Supply Officers should make sure that a backup stock quantity exists for replacement purposes. As there are several sizes and types of bedding, each Commanding Officer will decide which types to use and stock. Tailor the standard issue according to existing climatic conditions. In case of an emergency such as evacuation of civilian personnel requiring cots to supplement bunks/berths, the persons occupying the cots will receive only those standard items of issue considered necessary.

b. Commanding Officers will issue an instruction to establish the issue and control of organizational bedding. The instruction will assign an officer, other than the Supply Officer, responsibility for organizational bedding, and will include controls to make sure that each member of the ship's force is personally responsible for bedding issued them. Individuals will be required to turn in bedding before leaving the ship on temporary additional duty or permanent orders.

c. Bedding for temporarily embarked personnel will be conspicuously marked to distinguish it from bedding issued to and authorized for use by ship's company. As troops or passengers are embarked, count out the bedding and issue to the senior member of each compartment or unit, who will personally certify receipt of all bedding issued to their unit and acknowledge in writing acceptance of responsibility for returning or properly accounting for all quantities issued upon debarkation. In the case of emergency evacuation, control of bedding issued to civilians may be relaxed so as not to further aggravate an already uncomfortable situation.

d. Provide laundry service to all persons on board to ensure a change of linen at least weekly. Dry-clean blankets as necessary. To maintain accountability for troop bedding during laundering, embarked troop units shall provide personnel to be trained in the operation of the ship's laundry equipment. These personnel will be responsible, under the supervision of one of the ship's laundrymen, for laundering all troop bedding as well as other units' laundry. If it is not feasible for embarked troop units to perform their own laundry service in this manner, they shall be required, as a minimum, to furnish a laundry representative who shall be in attendance during the unit's entire laundry cycle. While the representative will assist in processing the unit's laundry, the primary responsibility is maintaining proper integrity of unit laundry throughout the cycle (from pickup at troop space until return to troop space).

6801   EVACUATION MATERIAL

a. Commanding Officers of all ships will be prepared to evacuate U.S. Nationals in an emergency. However, evacuation of civilian and military personnel from dangerous situations is a specific mission of amphibious type ships and certain evacuation material will be stocked. Additionally, prepare a messing bill for use in case of evacuation. The Commanding Officer will issue an instruction regulating the custody and storage of evacuation material. If possible, assign responsibility for the custody and storage of evacuation material to one individual.

b. Allowance of Evacuation Material. Stock evacuation material on ships as specified in COMNAVSURFLANTINST 6000.1H or COMNAVSURFPACINST 6000.1F.

6802   VEHICLE/AIRCRAFT LASHING GEAR, TROOP LIFE JACKETS/FLOAT COATS, AND CARGO NETS

a. Vehicle/aircraft lashing gear, life jackets/float coats, and cargo nets are essential to the operation of amphibious type ships. A reliable method of inventory control, plus proper marking of the latter two items, can greatly decrease losses and, in most instances, eliminate them. NAVICP

COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J

Mechanicsburg provides Allowance Equipage Lists (AELs) for vehicle/aircraft lashing gear and life jackets/float coats to each amphibious ship.

b. Do not remove vehicle/aircraft lashing gear from amphibious ships during operations and exercises. Accordingly, marking vehicle/ aircraft lashing gear is not necessary. However, inventory procedures prescribed by subparagraph 4 (below) are mandatory.

c. Mark all troop life jackets/float coats and cargo nets with the ship's color code as indicated in Appendix E (NAVSURFLANT ships only). This helps identify the originating command when items are lifted to other vessels.

d. Commanding Officer shall establish definite procedures to maintain adequate control of vehicle/aircraft lashing gear, life jackets/ float coats, and cargo nets. Take a careful count of life jackets/float coats and cargo nets removed from and returned to the ship during an operation and reconcile any inventory discrepancies immediately following completion of the operation.

e. Beach Group Commanders shall make sure that all life jackets/float coats and cargo nets carried inland are returned to the beach. The Beachmaster is responsible for gathering life jackets/float coats and cargo nets at designated positions on the beach and will inform the Officer In Tactical Command (OTC) when ready for pickup. The OTC will direct ships to send representatives ashore for collection of life jackets/float coats and cargo nets.

f. Make sure boat crews and beach parties understand the necessity for preventing losses on the beach. Carry jackets and cargo nets inadvertently placed in the wrong boat to the parent ship, if possible. When the exercise is terminated, or when requested, Commanding Officers of ships are to submit a life jacket and cargo net report in the following format to the OTC:

LIFE JACKET/FLOAT COAT AND CARGO NET REPORT

(1) Number of troop life jackets missing.

(2) Number of troop life jackets on hand belonging to other ships. (Give hull number and number of jackets for each ship)

(3) Number of cargo nets missing.

(4) Number of cargo nets on hand belonging to other ships. (Give hull number and number of nets for each ship.)

g. The OTC, based upon the above reports, will coordinate the delivery of life jackets/float coats and cargo nets to the parent ship.

h. Instructions to the landing force shall emphasize the importance of all hands discarding their life jackets above the high water mark on the beach and immediately returning to the beach any and all cargo nets or life jackets/float coats carried inland.

6803   SPECIAL/ORGANIZATIONAL CLOTHING

a. Special clothing is cold weather, utility, and wet weather clothing. It does not include flight, medical, chemical, biological, impregnated, or anti-contamination protective clothing. Special clothing issues to an individual are on a loan basis and remains the property of the Navy.

b. For NAVSURFLANT ships, Appendix N provides procedures for use and management of Extreme Cold Weather (ECW) Clothing and Body Armor Pools. The pools are located at Atlantic Fleet Integrated Logistics Overhaul Activity, Portsmouth, VA.

c. Training and Special Operation Allowance (Amphibious Type Ships only). When operating conditions require, ships may issue clothing to personnel engaged in training exercises or special operations including chaplains who are temporarily assigned to Marine units ashore or under arduous field conditions. Ships shall issue utility clothing as organizational clothing to chaplains performing these duties. Determine articles and quantities of issued clothing on an individual basis. Ships may carry the following articles in addition to the standard sea outfit:

   (1) Landing craft and boats (when not part of regularly assigned ship's allowance):

   Cap, utility, Olive Green (OG), 1 per person
   Shirt, utility, coat style, OG, 1 per person
   Shoes, field, A-1, 1 pair per person
   Trousers, utility, OG, 1 per person

   (2) Beach parties, underwater demolition teams, explosive ordnance disposal units:

   Bag, duffel, 1 per person
   Bag, sleeping, mountain Type 1, 1 per person
   Cap, utility, OG, 2 per person
   Shirt, utility, coat style, OG, 7 per person
   Shoes, field, A-l, 2 pair per person
   Trousers, utility, OG, 4 per person

d. Renovation and survey of special clothing is per NAVSUP P-485.

e. Coveralls, Fire Retardant. Each ship is allowed two sets of fire retardant coveralls (NSN 9D 8405-01-010-6342 (series)) for each member of "B", "E", "M" and "R" Divisions in the Ship's Manning Document (SMD). Fund replacement coveralls with ship's OPTAR. These coveralls are organizational clothing and as such shall be afforded adequate shipboard control to make sure they are only issued to eligible members. Stencil these coveralls with ship's name on the back (i.e., USS SIERRA (AD-18). Additionally, members will return both sets of coveralls when transferred from the ship or "B", "E", "M" or "R" Division. The inexpensive, general-purpose (non-fire retardant) coveralls (used by Deck Division personnel, etc.) will be stenciled with the ships name on the back and will be returned when member transfers from the ship.

f. Ball Caps. Command ball caps are NOT a valid OPTAR expenditure. The annual clothing allowance was adjusted to include a ball cap replacement allowance in view of the ball cap becoming a mandatory dungaree uniform item. Commands desiring to issue a command ball cap to each new arrival may continue to purchase them using MWR funds. Ships may procure required special color ship's ball caps for specific damage control teams as authorized by the Commanding Officer with ship's OPTAR.

g. Safety Shoes. Specific guidance on requisitioning and issuing safety shoes is in NAVSUP P-485 Vol. I, paragraph 3110. For NAVSURFLANT units only, control safety shoes obtained with OPTAR funds as organizational clothing.

h. Flight Jackets Prohibited. Do not requisition flight clothing (i.e., coveralls, gloves, and jackets) unless specifically for designated aircrew personnel or aviators in actual flight status.

i. Organizational Clothing Management. Close control and inventory management of organizational clothing with a unit cost of $50 or greater is required to minimize losses and replacement costs for reasons other than normal wear and tear. When issuing such clothing, custody signature is required following a statement accepting responsibility for loss. Individual items such as foul weather jackets require individual custody signature. Items used by several personnel, such as rain gear, require custody signature by the cognizant division officer. Inventory

organizational clothing at least semiannually coinciding with recall of items due to seasonal changes.

6804   SUPPLY DEPARTMENT STOREROOM SPACES. Do not convert Supply Department spaces to another use without applicable NAVSEA/TYCOM approval.

6805   CASUALTY EMERGENCY REPLENISHMENT MATERIAL (CERM). CERM is for damage control in crisis situations. Refer to CARGO (NAVSUP Pub 4998) for sources of supply and a complete listing of CERM. The T-AFS is the normal source for CERM. AO/AOR/AOE and Red Sea TAOs also carry special pack-up kits. Request the pack-up kit on an emergency basis only (i.e., to support fighting a major Class Bravo fire at sea). Supply Officers are responsible for inventory and shelf life management. Coordinate with Damage Control Officers to ensure proper inspection and maintenance in conjunction with Damage Control repair locker PMS.

6806   AUTHORIZED MATERIAL POOLS (NAVSURFLANT Ships Only). Several material pools exist within COMNAVSURFLANT. When properly operated and managed, these pools provide significant cost savings in both dollars and in personnel resources. Figure 6-1 lists the only authorized material pools and their governing instructions. No expansion of the pool's assets is authorized without COMNAVSURFLANT approval, except as permitted under the applicable instruction. Do not establish new material pools without prior approval of specific operating, inventory, and financial management procedures. Notify COMNAVSURFLANT N411 to add or delete a pool of material or equipment in addition to those listed in Figure 6-1. Include a general description of the material/equipment pool, current manager, location, number of line items, estimated dollar value, and copies of instructions to govern the management of the pool.

6900   _____

a. The requirement to maintain controlled equipage records and conduct the various inventories required under the controlled equipage program has been revoked, and is no longer an inspection item. However, it is incumbent upon the commanding officer to establish procedures or a program whereby any pilferable or relatively valuable material can be accounted for.

b. Presentation Silver Inventory. NAVSUP P –485 requires inventories for presentation silver biannually. However, all ships will conduct an annual inventory of all presentation silver items during the period 15 February to 15 March.

<u>COMNAVSURFLANT AUTHORIZED MATERIAL POOLS</u>

MATERIAL POOL	MANAGER	GOVERNING INSTRUCTION
Foreign Ensigns and Flags Pool	ATG Norfolk	COMNAVSURFLANTINST 3500.3E
Extreme Cold Weather (ECW) Clothing Pool	LANTFLTILO Portsmouth	Paragraph 6803, Appendix N
Body Armor	LANTFLTILO Portsmouth	Paragraph 6803, Appendix N
Contingency Boat Pool	SIMA Norfolk	CINCLANTFLT/CINCPACFLTINST 4790.3
Portable Power Tools	SIMA Norfolk	CINCLANTFLT/CINCPACFLTINST 4790.3, VOL IV, Part IV, Chapter 5 SIMA NORFOLK INST 4420.2

<u>Figure 6-1</u>

DEMAND PROCESSING PARAMETERS
COMNAVSURFLANT SNAP II SHIPS

References: NAVSUP P-485, Volume 1, par. 6434

FIELD	ENTRY
Starting Year/Month	Current month minus 12 months (i.e., 9707) (24 months for COMNAVSURFPAC ships)
Ending Year/Month	Current month (i.e., 9807)
Order and Shipping Time (O&ST) FILL	1.5 (1.0 COMNAVSURFPAC)
O&ST Non-FILL	2.0 (90 days prior to deployment)
SIM Qualification Period	06
SIM Qualification Frequency	2
SIM Retention Frequency	1 (COMNAVSURFPAC)
SIM Retention Period	12 (6 COMNAVSURFPAC)
Economic Dollar Retention	000
Recomputation Test Factor	1.0 (1.2 COMNAVSURFPAC)
Safety Level Factor	2.0
Endurance Level	2.5
Range Demand Excluded	Use only during ILO or SRA
Records Included	Consumables: N Repair Parts (NSA): Y

Figure 6-2

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CHAPTER 7

FINANCIAL MANAGEMENT

7000 <u>INTRODUCTION</u>. The Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT) and U.S. Pacific Fleet (COMNAVSURFPAC) are assigned the mission of maintaining trained and combat ready forces. Financial resource constraints require prudent financial management at all levels. Therefore, each person in the chain of command must evaluate the benefits to be derived from each expenditure of funds and ensure the best interests of unit readiness are kept foremost in the evaluation process. This instruction provides policy to ensure consistent control and use of funds throughout the Force, and that such controls and uses are consistent with the dictates of higher authority. The administration of financial resources shall be according to this instruction.

7001 <u>REFERENCES</u>. The policies and procedures delineated in this chapter and Appendices F through K supplement the following references:

NAVCOMPT Manual, Vol. 3

CINCPACFLTINST 7042.2, Funding and Accounting in the Pacific Fleet

CINCPACFLTINST 7041.1, Intermediate Maintenance Activity (IMA) ROV Funds

CINCPACFLTINST 7100.2E, Pacific Fleet Centrally Managed Allotment for Ship's Fuel and Utilities

CINCLANTFLTINST 7312.1C, Application of Transportation Account Codes

COMNAVSURFPACINST 5400.1G, Naval Surface Force, U.S. Pacific Fleet Regulations

COMNAVSURFPACINST 1320.1D, Temporary Additional Duty and School Quota Administration

COMNAVSURFLANTINST 1320.1E, Temporary Additional Duty and School Quota Administration

COMNAVSURFPACINST 7040.1D, Funding for Material Transportation Costs

COMNAVSURFPACINST 4000.1F, Ship Decommissioning/Inactivation

COMNAVSURFLANTINST 4770.1C, Procedures for Ships Being Decommissioned

TYCOM Annual Funding Authorization Messages, Financial Guidance Messages, and year-end Closing Messages.

7002 <u>SOURCE OF FUNDS</u>. The TYCOM's principal source of funds is a sub-allocation issued by the Fleet Commander. Annual planning figures are established and funds granted on a fiscal year basis with obligation ceilings established for each quarter. Obligation authority for the majority of these funds is further delegated to Force units in the form of an Operating Budget (OB), Operating Target (OPTAR), Administrative Funding Limitations (AFL), or Administrative Funding Targets (AFT).

7003 <u>TYPE COMMANDER RESPONSIBILITIES</u>

a. The TYCOM is legally responsible for the proper expenditure of funds. Two principal legal statutes are:

(1) 31 U.S. Code 1517. Deals with irregularities in funds administration and states that when Operating Budgets (TYCOM level) are over-obligated, the individual personally responsible for the violation should be identified, and, if warranted, punished.

(2) 31 U.S. Code 1301. A violation of this statute occurs when funds are spent on items other than for which the funds were appropriated. When this violation occurs, the financial records must be corrected and such action can/may result in violation of U.S. Code 1517.

b. Additional TYCOM responsibilities in administering funds include equitably evaluating requirements and distributing funds responsibly, effectively monitoring the management of funds within the Force, and developing justification to support requests to the Fleet Commander for additional funding.

c. See Appendix M for host/parent TYCOM responsibilities for cross-fleet operational support.

7004   IMMEDIATE SUPERIOR IN COMMAND (ISIC) RESPONSIBILITIES. Group and squadron commanders are responsible to the TYCOM for the proper management of funds granted for support of their own staffs. ISICs must be aware of their units' requirements and management effectiveness, ensure consistent application of published policy and procedures for financial management, and take action as necessary to keep the TYCOM fully informed about the readiness of subordinate ships and units as affected by funding policies and grants.

7005   COMMANDING OFFICER RESPONSIBILITIES

a. Commanding Officers are responsible for the proper use of funds allocated to their ships or units. Proper use of funds requires that expenditures be consistent with the objective of maximizing readiness. Commanding Officers must ensure they do not over-obligate assigned funds.

b. Rarely will the funding authorization be enough to finance all requirements developed by a ship or unit. Accordingly, this instruction establishes priorities for use of available funds to make sure that expenditures are approved to sustain the ship's mission capability. These priorities must be adhered to in the budget process to ensure sound financial management. Failure to do so could affect material readiness. In carrying out responsibilities for sound financial management, the Commanding Officer must:

(1) Establish and execute a sound, dynamic annual financial management plan for accomplishing the mission at the most economical cost.

(2) Prevent over-obligation of assigned funds except where authorized by this instruction. (Although 31 U.S. Code 1517 does not specifically apply to OPTARs, the same basic philosophy applies since over-obligation of OPTARs can result in an over-obligation of the TYCOM Operating Budget.)

(3) Prevent improper use of funds (31 U.S. Code 1301) (i.e., using O&MN (Operations & Maintenance, Navy appropriation) OPTAR to purchase OPN (Other Procurement, Navy appropriation) non-NSN investment material with a unit or system cost greater than $100,000.00).

(4) Prevent wasteful spending by close adherence to TYCOM established policies for expenditure of funds and by careful review of internal budget reports to make sure spending is according to plan.

(5) Review and identify significant material deficiencies and unfunded requirements throughout the ship, reporting such deficiencies/requirements by appropriate means.

(6) Personally approve obligation documents for supplies or equipment which are more than $5,000.00.

(7) Consolidate custody and management of repair parts and consumable inventories under the Supply Officer to the maximum extent feasible.

(8) Personally review and release the monthly Budget/OPTAR Report message or certification of the NAVCOMPT Form 2157.

(9) Promptly report to the TYCOM and ISIC circumstances indicating significant funding deficiencies affecting operational readiness.

7006   SUPPLY OFFICER RESPONSIBILITIES. The Supply Officer is responsible to the Commanding Officer for the proper performance and administration of the Supply Department. The Supply Officer must have a thorough understanding of TYCOM financial management policy, effectively communicate that policy to the Commanding Officer and Department Heads, and closely monitor execution of the budget plan.

7007   PRIORITIES FOR THE OBLIGATION OF FUNDS. Commanding Officers of Surface Force ships and units will obligate OPTAR funds in the following order:

a. "Other" OPTAR Funds

(1) Medical/dental supplies and services.

(2) Damage control.

(3) Life saving and personnel safety.

(4) Required general use consumables.

(5) Equipage, not included above, to fill allowance or replace surveyed equipage.

(6) Self-help habitability improvement projects.

b. EMRM (Equipment Maintenance Related Material) OPTAR Funds

(1) Direct Turn-Over (DTO) Repair Parts.

(2) Storeroom replenishment – DLRs.

(3) Storeroom replenishment – SIM.

(4) Storeroom replenishment - Non-SIM.

(5) General Purpose Electronic Test Equipment (GPETE).

7100   ANNUAL FINANCIAL MANAGEMENT PLAN (AFMP). An effective financial management plan is essential for the optimum management of an OPTAR. The plan must be dynamic and sensitive to the operational mission of the ship and should make sure funds are available for material readiness. Participation of the Commanding Officer, Executive Officer, and all Department Heads in developing and adhering to the AFMP is essential. AFMPs are mandatory for all Surface Force ships, staffs, and commands provided OPTARs or AFLs/AFTs. Guidance for developing such a plan is in Appendix F. Surface Force units will develop the AFMP based on assigned OPTAR. The Commanding Officer must be aware of funding limitations and requirements, and must decide which requirements to fund.

7101   DEPARTMENTAL BUDGET

a. The Departmental Budget is the base for the AFMP. Distribution of funds in an AFMP should be based on factual data to the maximum extent possible. It is emphasized, however, that whereas past usage serves as a basis for estimating normal future requirements, forecasts of requirements based on the forthcoming fiscal year's operating schedule must also be used. The projected allocation of funds for the procurement of material requirements not carried in shipboard storerooms is important. Appendix G is a sample of a completed manual departmental budget report. SNAP I ships will use automated Report 021. SNAP II/III and micro-SNAP ships will use automated Report 085.

b. Additional Guidance

(1) Repair Parts. Base funding allocations on a review of historical usage data, and may be supplemented by specific inputs from Department Heads.

(2) Other OPTAR requirements will vary with each department but should be predictable and based on historical demand. Examine all areas closely to make sure all requirements are included. The following list provides examples to consider:

(a) Damage control and safety items.

(b) Boat support (other than repair parts).

(c) Deck requirements (paint, line, cleaning gear, logbooks, etc.).

(d) Hand tools.

(e) Forms and publications.

(f) Office supplies.

(g) PMS requirements (other than repair parts).

(h) Rags and lube oil.

(i) Machine shop stock.

(j) Abrasives.

(k) Quartermaster/Signalmen materials.

(l) Food service items.

(m) Departmental unique items.

(n) Postage.

Note: Many of the above categories will apply to only certain departments. By considering all possible areas, a reasonably accurate list of requirements can be developed for which funds must be budgeted. If a department provides an item or items to other departments (i.e., paint, cleaning gear, etc.), include the annual costs for that department in the plan and allocate funds to cover those costs.

(3) Phased Replacement Program. Various items on board ships have limited service life. Generally, these items are in constant use and have predictable wear, destruction, or loss

patterns. Piecemeal replacement often leads to inefficient expenditure of funds, unexpected shortages of gear, and lack of financial control. Establishment of a Phased Replacement Program will ensure better availability and financial control over consumable expenditures. Examples of phased replacement items are damage control equipment, mooring lines, fenders, life jackets, foul weather gear, UNREP gear, fuel hose, fire hose, mattresses and bedding, vehicle lashing gear, special clothing, labor saving tools and equipment (i.e., sanders, grinders, and buffers), and shipboard furniture/furnishings. Any item that has limited service life and requires fairly frequent (one to three years) replacement can be included in this process. The dollar impact of replacement on ship's OPTAR should be the governing factor in deciding whether this type of control is warranted.

        (4) All AFMPs will include a phased replacement program. When preparing annual budget plans, use the following procedures to identify and schedule items for phased replacement:

        (a) Figure 7-1 will help Department Heads establish phased replacement requirements, compute costs, and record actual procurements made. Department Heads should send a copy of the form with annual departmental budget requests to ensure consideration of these requirements in the ship's fund allocation decisions. Keep copies of submissions and make them available for review during Supply Management Inspections. (Note: These forms will also serve as a database to support funding requests.)

        (b) Establish a "Phased Replacement" category as a line item in the AFMP for commodities used by more than one department (i.e., mattresses, life jackets, and safety shoes).

        (5) Equipage. Equipage deficiencies as a results of Equipage Inventory Report.

c. Departmental Budget Report. Departmental budgets are mandatory. Each Department Head must have full knowledge of the budget so funds can be obligated properly. One method is to arrive at a standard ratio of funds distribution for departments, charging each Department Head with the responsibility for expenditure of allotted funds according to a priority system established. Unforeseen expenditures will occasionally prevent a department from operating within its assigned budget. Contingency funds allocated to the Commanding Officer will provide insurance for such eventualities. Supply Officers should strictly enforce approved departmental grants by minimizing obligations that exceed grant amounts. If it is necessary for a department to exceed the approved grant amount, immediately adjust any affected departmental budgets so that none show a negative balance.

7102   ANNUAL FUNDING NOTICE/MESSAGE. TYCOM will issue an annual funding message granting OPTAR/AFL/AFT funds for the forthcoming fiscal year. When operating under a Continuing Resolution Authority, TYCOM will provide interim guidance. Supplemental guidance that applies to the administration and management of funds will be included in these messages. File all funding messages and SALTSGRAMS in one folder for the applicable fiscal year and annotate grant amounts in the OPTAR Grant/Automatic Take-Up (ATU) Recap/Control Log (Figure 7-4). Ensure cumulative grant totals are reflected correctly on BOR messages.

7103   SHIP OPERATING TARGETS (OPTARs). OPTARs are established on the basis of historical requirements, obligation data, and available funding. Obligations/expenditures resulting from DLR carcass losses are considered one-time and are not carried forward as part of the new budget base. Levels established are sufficient to support most requirements the ship's force can accomplish or has responsibility for funding including purchased services and equipment rental. The establishment of an OPTAR is authorization for the recipient to place obligations against TYCOM funds up to the amount of the OPTAR grant. This funding policy provides the greatest flexibility and predictability to the fund's managers at both the TYCOM and shipboard levels.

7104   OPTAR COMPOSITION. OPTARs for ships will be comprised of two parts, "EMRM (Equipment Maintenance Related Material)/Repair Parts" (includes fund codes (2nd position) "R," "B," and "3")

and "OTHER" for funding organizational level equipment maintenance and all other requirements, respectively. Do not exceed assigned ceilings, except for CASREP situations, without prior TYCOM approval.

7105   OBLIGATION RATE/RECOUPMENT OF FUNDS. With a well-developed AFMP, management can ensure all funds granted during each fiscal year are obligated by the last day of the fiscal year. Within the framework of quarterly funding, the carry over of unobligated funds into subsequent quarters maximizes OPTAR holder flexibility in responding to changing requirements and priorities. Notification of excess funds is required when unobligated funds are expected at the end of the fiscal year, and must be received by the TYCOM no later than 5 September. TYCOM will recoup excess funds for redistribution.

7106   OPTAR ADVANCES/LOANS AND AUGMENTATIONS

a. Costly requirements may emerge as a result of emergency or unforeseen circumstances. When such requirements cannot be funded from within the assigned OPTAR, an advance/loan or augmentation may be requested. Advances/loans against the subsequent quarter's OPTAR may also be requested for annual rental/lease requirements, to take advantage of replenishment opportunities or to prepare for deployment.

(1) An advance/loan is not justification for an augmentation request in the subsequent quarter.

(2) All advances/loans and augmentations are for specific purposes and must be obligated for those purposes only.

(3) OPTAR augmentations will not be granted to cover loss of material such as DLR carcass charges, shipyard tools, foul weather gear, bedding, etc., resulting from negligence or failure to exercise judicious accountability and orderly replacement.

(4) Before sending an advance/loan/augmentation request, OPTAR holders will make sure a complete Material Obligation Validation (MOV) has been accomplished and the latest Unfilled Order Listing (UOL) has been processed, and will review all outstanding requisitions over 90 days old to purge invalid requirements and generate funds for reprogramming. Initiate cancellation action immediately for requisitions found to be invalid.

(5) Ship participation in TYCOM supported excess material redistribution programs (i.e., CRAMSI, CRAMSI Afloat, etc.) will be a major consideration in all OPTAR augment requests.

b. Supporting Documentation. Forward requests for OPTAR augments and advances/loans via message in the following format:

FROM USS DUARTE
TO TYCOM
INFO (CHAIN OF COMMAND)
UNCLAS//N07300//
MSGID/GENADMIN/USS DUARTE//

SUBJ/(EMRM OR OTHER) OPTAR AUGMENT/ADVANCE/LOAN//
REF/A/DOC/COMNAVSURFLANT/date//
AMPN/REF A IS COMNAVSURFLANTINST/COMNAVSURFPACINST 4400.1H//

Requests will include:

(1) Augments/Advances/Loans - Other OPTAR

(a) Number of augments/advances/loans requested in this category FYTD.

(b) Amount of funds requested (realistic prediction of additional funding required based on mission requirements, current schedule, time remaining in quarter, and on-hand "Other" OPTAR balance).

(c) Total ("Other") OPTAR granted FYTD.

(d) Available ("Other" OPTAR) balance at time of request.

(e) Date of last internal MOV (must be within last 30 days).

(f) Money value of confirmed cancellations resulting from the last MOV.

(g) Money value of confirmed cancellations resulting from MOV FYTD.

(h) Brief justification and description of basis for augment/ advance request. Indicate NSNs for requirements more than $500.00 unit price. Explain why normal "Other" OPTAR is inadequate, your alternatives, and the impact on operational readiness if this request is not granted.

(Subparas 7106b(1)(i) through 7106b(1)(l) NAVSURFLANT units only)

(i) Provide description of "Other" OPTAR obligations more than $500.00 in the preceding 90 days using the following format:

Requisition NR   Description   Amount NSN

(j) Based on ship's current Annual Financial Management Plan (AFMP), state which future quarter(s) could absorb an advance of funds.

(k) Name and telephone number of Supply Officer as point of contact (include INMARSAT number if deployed).

(l) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport, and future schedule. Schedule should not include details that would mandate transmitting a "classified" message).

  (2) Augments/Advances/Loans - EMRM (Repair) OPTAR

(a) Number of augments/advances/loans requested in this category FYTD.

(b) Amount of funds requested (realistic prediction of additional funding required based on current schedule, mission requirements, time remaining in quarter, on-hand balance, and amounts of DTO requirements and stock reorder review/deficiencies).

(c) Total (EMRM) OPTAR granted FYTD.

(d) Available (EMRM) balance at time of request.

(e) Date of last internal MOV (must be within last 30 days).

(f) Money value of confirmed cancellations resulting from last MOV.

(g) Money value of confirmed cancellations resulting from MOV FYTD.

(h) Money value of 2M repairs completed FYTD.

(i) Certification that maintenance tasks requiring repair parts are within the capability of ship's force to accomplish is required.

(j) Brief justification including a statement of your alternatives and the impact on operational readiness, maintenance, and/or repair part inventory levels that will result if the request is not granted.

(Subparas 7106b(2)(k) through 7106b(2)(p) NAVSURFLANT units only.)

(k) List corrective and preventative maintenance actions performed in the preceding 90 days that resulted in obligation of funds more than $4,000.00. Use the following format:

System/Equipment   Nomenclature   NSN   Qty   Extended Cost

(l) Dollar amount of maintenance related DTO requirements (amount in queue).

(m) Dollar amount of reorder review (storeroom deficiencies).

(n) Date of last CRAMSI/CRAMSI Afloat screen (SUADPS/SAC 207 ships exempt from this reporting requirement).

(o) Based on ship's current Annual Financial Management Plan (AFMP), state which future quarter(s) could absorb an advance of funds.

(p) Name and telephone number of Supply Officer as point of contact (include INMARSAT number if deployed).

(q) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport, and future schedule. Schedule should not include details that would mandate transmitting a "classified" message).

7107   OVER-OBLIGATION OF FUNDS/PRIOR YEAR SOLVENCY

a. Commanding Officers are responsible for ensuring total obligations do not exceed total funds granted in any FY. In emergencies, the Commanding Officer may exceed the OPTAR to prevent the curtailment of a mission or other operational commitment. Report any over-obligations by priority message to TYCOM, informing the chain of command, advising:

(1) Amount of over-obligation (update when amount changes by $500 or more).

(2) Details of cause for exceeding assigned OPTAR and (if applicable) plan for corrective action.

(3) Description of action taken to reduce the over-obligation situation (if applicable).

b. Urgent Over-Obligation Circumstances

(1) For NAVSURFLANT commands: Ships may record an advance against subsequent quarter funds for CASREP material requirements occurring in first, second, or third quarters when the current balance of funds is insufficient to meet that specific need. In the last quarter of the fiscal year, ships may record an automatic augment. Report such advances/augments immediately by message to the TYCOM. Cite the date-time-group (DTG) of the initial CASREP and/or subsequent updates, as applicable, and balance of funds when the CASREP requirement occurred. Additionally, the amount of the automatic advance/augment must specifically relate to

individual CASREP material requirements. Except for unfunded CASREP material requirements, do not incur obligations against succeeding quarters without TYCOM approval.

(2) For NAVSURFPAC commands: COMNAVSURFPAC allows for over-obligation of OPTAR funds in emergency/CASREP situations. However, ships must submit an augment or loan request message immediately following an over-obligation.

c. If an over-obligation of OPTAR funds results from posting an erroneous charge from a SFOEDL. Ships should submit a message request to CNSP N4121/N4122 requesting concurrence to over obligate if erroneous SFOEDL charges significantly impact funding levels.

d. Prior Year Solvency. OPTAR holders are required to maintain financial solvency for the current and five prior fiscal years beginning with FY 90 records. Aggressive MOV action and accurate Summary Filled Order Expenditure Difference Listing (SFOEDL) challenges are critical tools to maintain this solvency.

7200 USE OF FUNDS. The assignment of an OPTAR grant constitutes authority to incur obligations for the operation and maintenance of the unit. The determination, classification, and management of OPTAR charges require amplification and guidance provided in the following paragraphs.

7201 REPAIR PARTS/CONSUMABLES

a. With the increased emphasis on replacing Navy supported systems with Commercial Off-The-Shelf (COTS) technology, a more specific definition of Repair Parts is warranted. NAVCOMPTINST 7101.2C definitions are:

"Repair Parts: Provides parts and repair related consumables required to accomplish organizational level equipment maintenance. Organizational level maintenance is that corrective and preventative maintenance accomplished by the ship's crew. This work is a blend of equipment operation, condition monitoring and repair ranging from simple equipment lubrication to component change out and, in some cases, complex rework in place."

"Other OPTAR: Funds for administrative and housekeeping items, forms, routine maintenance tools not specifically related to, but which may be used in, the repair of equipment and other items having a limited shelf life such as lubricants, boiler compound and bilge cleaner. Included are equipage items such as damage control pumps and blowers, and labor saving devices such as power tools and office machines. Other OPTAR also supports Automated Data Processing (ADP) including the cost of material, rental of ADP equipment and related contractual services to support ADP systems, the cost of tugs, pilotage, and other related services provided by commercial or other non-naval forces, and the cost of material purchased for medical and dental purposes."

b. All repair parts and maintenance-related consumables are properly chargeable to EMRM funds. Generally, these items will appear on an APL or tech manual. When replacing Navy managed systems with COTS systems, an APL should be established. An example is replacement of SNAP II Honeywell equipment with PC based SNAP III. Open purchase of SNAP III repair parts are legitimate EMRM charges (does not include upgrade or expansion of existing systems).

c. Appendix H provides a decision matrix to assist in determining whether an item is properly chargeable to EMRM or Other funds. Some specific examples include:

(1) EMRM charges:

(a) Valves and valve parts.

(b) Gaskets and packing.

(c) Light bulbs for control panels, switchboards, etc.

(d) Gases or fluids that remain part of a charged system (e.g. nitrogen, Freon and lube oil).

(e) Special tools having a unique equipment application that appear on an APL/Manufacturer's manual and have limited application to other makes or models of equipment.

(f) Motor rewind supplies.

(g) Fuses, fuse holders and electrical wire.

(h) Bolts, nuts, screws, and washers.

(i) Maintenance related consumables (e.g., packing, (NAVSURPAC units only) rags).

(j) Open purchase of repair parts.

"EMRM" OPTAR funds are used for requisitioning the above items.

(2) Other OPTAR charges:

(a) General purpose tools.

(b) Batteries.

(c) Light bulbs for lighting.

(d) Mooring and other lines.

(e) Paint and related setup supplies.

(f) Welding supplies not related to equipment maintenance.

(g) Headsets and handsets.

(h) Fire hoses and CO2 bottles.

Use the "Fund Code Decision Table" (Appendix H) to assist in determining consumable items. Use "Other" OPTAR funds to requisition the above items.

7202   ILO/ILR DEFICIENCIES. Requisition TYCOM storeroom deficiencies, both range and depth, identified during an ILO/ILR with ship's OPTAR, subject to availability of funds, citing fund code _R or _B.

a. For COMNAVSURFLANT units: If TYCOM funded deficiencies exceed 10 percent of annual EMRM grant, contact TYCOM before ordering to validate new allowances.

b. For COMNAVSURFPAC units: Submit message report to TYCOM listing all deficiencies. Identify deficiencies by line item, with unit and extended standard prices. Do not order material without written authorization from NAVSURFPAC (N412).

7203   <u>SUPPORT FOR NEWLY INSTALLED EQUIPMENT</u>. Initial support for equipment installed between regular overhauls is the responsibility of COMNAVSEASYSCOM. Do not obligate OPTAR funds for the procurement of repair parts for stock in support of such equipment. See paragraph 6603 for further guidance.

7204   <u>MEDICAL/DENTAL SUPPLIES AND SERVICES (FUND CODE _7)</u>

a. Before requisitioning medical/dental equipment **not listed on the AMAL/ADAL** with a unit cost greater than $250, but less than $5,000, obtain technical approval from NAVMEDLOGCOM, Ft. Detrick, Frederick, MD. See BUMEDINST 4235.7 for additional guidance. Repair parts costs associated with maintenance of medical/dental equipment are chargeable to EMRM OPTAR funds. Medical/dental inventories must be reviewed/updated periodically to prevent one-time large OPTAR expenditures. SAC 207 ships will maintain allowed medical/dental supplies in Navy Working Capital Fund inventory until needed in Sick Bay or first aid lockers. This prevents large shelf-life expiration charges to the ship's OPTAR. Exceptions to NWCF management include controlled drugs, biological material, and precious metals. A security code of J, Q, or R in the ML-N identifies these items.

b. OPTAR does not pay for medical expenses incurred in foreign countries. In non-Navy ports or when military medical/dental facilities are not available, account for emergency medical/dental care per NAVMEDCOMINST 6320.1A.

7205   <u>TRANSPORTATION</u>. Ships in the Atlantic Fleet will use OPTAR funds for all vehicle rentals operated "FOR OFFICIAL USE ONLY." Atlantic fleet ships may find additional restrictions in annual OPTAR funding guidance. Vehicle support pools are centrally funded at many activities in the Pacific Fleet. Vehicles from these pools are provided at no cost to the ship up to the vehicle allowance specified by the Fleet Commander (CINCPACFLTINST 11200.3). The rental of vehicles from government or commercial sources for "OFFICIAL USE ONLY" is chargeable to the ship's OPTAR and is not automatically subject to TYCOM reimbursement. In all cases where an OPTAR augment is necessary to support vehicle rental, initiate request and ensure receipt of response before committing OPTAR funds. Costs associated with repair of damaged vehicles will be charged to ship's OPTAR. Insurance for collision/damage waiver and personal accident coverage is not authorized because the government is self-insured. Use Fund Code _D for the rental of vehicles which are primarily used for carrying passengers. Use Fund Code _U for all other vehicle types. In the absence of area/Operational Commander guidance/ restrictions, the following policies apply:

a. Keep vehicle rentals to the minimum number required to support the ship. NAVSURFLANT ships will not exceed rental vehicle allowances specified in CINCLANTFLTINST 11240.3E.

b. Confirm non-availability of government agency motor pool resources before renting vehicles from commercial sources.

c. Do not use rental vehicles for personal business or convenience.

d. Government supported fare-free domicile-to-work mass transportation is strictly prohibited for DOD personnel.

e. Commanding Officers may inaugurate liberty bus service (i.e., point-to-point pick-up and drop-off) where commercial transportation services are unavailable or inadequate for transporting liberty personnel. Bus service provided to military personnel on base is not considered liberty bus service. The following criteria must be met:

(1) Liberty buses may not parallel or compete with common carriers unless the Commanding Officer obtains a letter from the affected carriers indicating an unwillingness, disinterest, or inability to provide adequate service.

(2) Liberty bus service will not be established instead of fare charging group transportation services, or used to transport civilian, military dependent personnel or guests.

f. Each ship must determine its ability to fund liberty bus costs while making sure OPTAR funds are available to meet operational requirements. Make every effort to limit cost, such as pooling resources among several ships when practical. Ships may use Welfare and Recreation funds for general liberty vehicles and are encouraged to do so for supplemental service above minimum levels funded by ship's OPTAR. For NAVSURFLANT ships, ships are authorized an ATU (to be reported on the monthly BOR) for 50 percent of liberty bus service in the following ports:

(1) Augusta Bay, Sicily.

(2) Trieste, Italy (Industrial Piers 6 & 7 only).

(3) Askaz, Turkey.

(4) Souda Bay, Crete.

(5) Haifa, Israel (Israeli Shipyard Piers only).

(6) Montevideo, Venezuela.

(7) Taranto, Italy (Industrial Piers only).

(8) Antalya, Turkey.

g. Joint Federal Travel Regulations (JFTR) allow eligibility for expenses incurred for local travel in and around a member's permanent or temporary duty station. Consider the economic feasibility of this alternate means of providing necessary transportation.

h. Charge rental of Shore Patrol vehicles to ship's OPTAR.

i. Charge commercial costs including necessary vehicle rental for delivering mail and other ships material (stores) from an interchange or transshipment point to TYCOM centrally managed transportation funds. Obtain appropriate TAC and line of accounting (LOA) by message, SALTS, or fax request to the TYCOM. For NAVSURFPAC units, submit requests to COMNAVSURFPAC (N4121) using COMNAVSURFPACINST 7040.1.)

j. Shuttle bus services may be provided fare-free on or between military installations for the transportation of:

(1) Military and DOD personnel between offices and work areas of the installation or activity during designated duty hours when justified by ridership. Housing, recreation and shopping areas will not be included unless they cannot reasonably be avoided.

(2) Enlisted personnel between troop billets and work areas.

(3) DOD contractor personnel conducting defense business.

(4) Employees of Non-DOD federal agencies on official business.

k.   (NAVSURFPAC units only) LAMPS/VERTREP ships with embarked helicopters may charge the cost of rental vehicles to the ships OPTAR at the rate of one vehicle per aircraft. Authorized vehicle charges are to be included on the BOR as an ATU.

7206   COMMUNICATIONS/TELEPHONE SERVICE/INMARSAT/SALTS (FUND CODE _S)

a. Telephone Service. Navy ports generally provide, at no direct cost to the ship, telephone services including ship-to-shore hookup and local calls. However, cellular telephone service and long-distance toll calls are chargeable to the ship's OPTAR. In non-Navy ports and overseas, all telephone costs are chargeable to assigned OPTAR funds. Investigate all unauthorized calls. Persons found placing unauthorized calls are subject to disciplinary action and reimbursement of costs plus applicable Federal and/or state taxes reflected on the bill forwarded to the billing activity by certified check or money order made payable to "Treasurer, U.S. Government." For additional information on proper use of DON telephones, see SECNAVINST 2305.11A.

b. INMARSAT. The International Maritime Satellite (INMARSAT) is a commercial satellite system used aboard ship for voice and data communication. Deployed ships and units transmit and receive a wide range of logistics data via INMARSAT. In addition to the primary purpose as a logistics communication link, INMARSAT offers:

    (1) Receive only broadcast capability as part of the Armed Forces Radio Network.

    (2) Sailorphone, a pay-in-advance telephone for personal calls from ships worldwide.

    (3) Official voice communications to any telephone number afloat or ashore. Because of the extremely high cost, this latter capability is discouraged. INMARSAT is not a secure system so do not transmit classified information.

c. SALTS. The Streamlined Automated Logistics Tool Set (SALTS) is a menu-driven, automated file preparation and transfer system used for routine telecommunication through a connection to the SALTS node via either INMARSAT, SHF, Challenge Athena, or phone line. SALTS provides the capability of faster transmission of MILSTRIP, PAYROLL, Maintenance Data, and other communication media as well as being able to receive the same quickly. Connection to the SALTS node can occur at any time of the day, and in any location in the world served by communication satellite coverage or telephone lines.

d. The using ship is responsible for operational costs of voice communication via INMARSAT. When a staff is embarked, the staff will bear the cost of its use.

e. For NAVSURFLANT commands, SALTS and RADCOM transmissions via INMARSAT are centrally funded by and billed directly to COMNAVSURFLANT.

f. For NAVSURFPAC commands, SALTS transmissions via INMARSAT are funded by ships OPTAR. However, the ship must document usage. Contact COMNAVSURFPAC (N4122) for guidance regarding reimbursement for SALTS charges incurred by embarked marine, coast guard, and non-SURFPAC staffs.

7207   CHARTER AND HIRE (PORT SERVICE) COSTS (FUND CODE _K)

a. In Navy ports, charter and hire costs are mission funded by the supporting shore activity. In non-Navy ports the following specific items are considered charter and hire costs (fund code _K) subject to reimbursement from the TYCOM centrally managed funds:

    (1) Tugs and barges.

    (2) Pilotage.

    (3) Wharfage and dockage, including docking, undocking, and kedge anchors.

(4) Garbage and trash removal.

(5) Cost of brows, including associated crane and forklift service.

(6) Overseas agricultural and customs inspection charges.

(7) Rental of portable sanitary facilities.

(8) Interpreter services.

(9) Diving services for installing/removing temporary sea suction screens.

(10) (CINCLANTFLT Only) Removal of oil spills and sludge (oily waste).

(11) Husbanding agent fees (fees charged by an agency or individual for the arrangement and management of services required by units in overseas ports).

b. Ships incurring charter and hire costs, including differences posted from the SFOEDL, will record an automatic grant increase, (NAVSURFLANT units: round to nearest whole dollar. NAVSURFPAC units: round to nearest 100 dollars), to "Other" OPTAR in the month in which the obligations are recorded in the Requisition OPTAR Log. Ships receiving charter and hire credits from SFOEDL processing will post an "Other" OPTAR automatic grant decrease, (NAVSURFLANT units: round to nearest whole dollar. NAVSURFPAC units: round to nearest 100 dollars). Posting increases and decreases to OPTAR grants for SFOEDL differences also applies to prior fiscal years. (For NAVSURFPAC ships, prior fiscal year SFOEDL charges for fund code NK Charter & Hire expenses will not be applied to prior year grand totals. Post these SFOEDL charges only to columns 23 and 24 of the BOR; do not increase the prior fiscal year grant.) Report these grants FYTD on the BOR for that month. Additionally, include the following information in the TYCOM information section of the BOR:

PORT   DATES   SERVICE   COST

Note: The total cost reported must equal the increase or decrease in column 24 from the prior month's BOR. TYCOM reimburses only the charter and hire services listed above.

c. Obligate charter and hire costs in the fiscal year in which the service is incurred, not the fiscal year in which the bill is received or paid.

7208   PORT HANDLING COSTS

a. With the following exceptions, all costs incident to distributing or loading stores are chargeable to the ship's "Other" OPTAR, (Fund Code _U).

(1) The supporting shore activity or stock point funds CONUS CLF load-outs.

(2) Delivery of material from line haul terminals to the port in which the ship is located (via: AMC, MSC, VR-24, commercial carrier, etc.) is funded by TOTN, NAVSUP second destination transportation funds.

b. When ships must arrange for delivery of material from line haul terminals to the port where the ship is located, use TOTN funds citing the applicable TAC for the predominant cargo. See paragraph 7205i for appropriation data.

c. Moving "local delivery" cargo and loading costs (i.e., trucks, boats, cranes, forklifts, etc.) are not chargeable to TOTN. These costs are a responsibility of the U.S. Naval Activity, with a fleet support mission, located in that port. In ports without such a Naval Activity, these costs are chargeable to the ship's "Other" OPTAR (Fund Code _U).

7209   SHIP'S UTILITIES (FUND CODE _W)

a. Ships' utilities charges incurred during most foreign port visits with the exceptions listed in 7209(c) and (d,) are no longer authorized a direct fund cite/charge to the CINCLANTFLT/CINCPACFLT open allotments (00060F, fund code "84" and 00070F fund code "39" respectively). This change took effect 01OCT96 for NAVSURFLANT ships and 01JAN97 for NAVSURFPAC ships. These utilities include: (1) fresh water; (2) water purification charges for boiler feed water; (3) hot water; (4) compressed or high pressure air furnished directly from source equipment; (5) electricity; (6) steam; (7) steam power and hydraulic power; (8) sewage/CHT and, for NAVSURFPAC ships only, oily waste removal (does not include hoses, connectors or replacements;), (9) portable boiler and generator costs; (10) contractual services specifically associated with the procurement and on-loading and off-loading of the above utilities.

b. TYCOM will issue specific funding documents to the requesting ship for the above utility charges. Ships will generate "Other" OPTAR requisitions citing Fund Code "_W". Use automatic take-up (ATU) procedures similar to charter and hire and report ATU on monthly BOR. For NAVSURFPAC ships: for all utility ATUs, mail one copy of funding document and invoice to: Commander, Naval Surface Force, U.S. Pacific Fleet, (N4122), 2841 Rendova Road, San Diego, CA 92155-5490.

c. For NAVSURFLANT ships: Ship's utilities provided by the following activities will be funded directly by CINCLANTFLT (i.e. issued no charge to ships): (1) PWC, Norfolk; (2) PWC, Jacksonville; (3) SUBASE Kings Bay; (4) SUBASE New London; (5) NAVSTA Yorktown; (6) WPNSTA Earle; (7) NAVSTA Pascagoula; (8) NAVSTA Guantanamo Bay; (9) NAVSTA Roosevelt Roads; (10) NAVSTA Ingleside; and (11) NAVSUPPACT La Maddalena.

d. For NAVSURFPAC ships: Ship's utilities provided by the following activities will be funded directly by CINCPACFLT CMOB (i.e. issued no charge to ships): (1) NAVSTA Pearl Harbor; (2) NAVACTS Guam; (3) NAVSTA San Diego; (4) COMFLEACT Sasebo; (5) COMFLEACT Okinawa; (6) COMFLEACT Yokosuka; (7) NIMF Pearl Harbor; (8) NRCC Singapore; (9) NAVSTA Everett; (10) NAVSHIPYD Pearl Harbor; and (11) NAVSHIPYD Puget Sound. Naval shipyards and Weapons Stations are NWCF funded activities and receive Base Operating Support (BOS) funding in support of ship's utilities. Provide OPTAR funding documents for only those services typically funded with OPTAR in other ports (e.g. all vehicles, telephone toll charges, etc.).

7210   WATER TAXI. Using OPTAR funds (Fund Code _U) for commercial boat rental for liberty parties is authorized, provided the ship's own boats cannot be used to fulfill the requirement. When renting commercial boats, Commanding Officers must ensure the safety and seaworthiness of all such vessels, including the adequacy of lifesaving equipment, and must make sure the maximum capacity of the boats is not exceeded. When commercial vessels meet these criteria, ships may use OPTAR funds to finance the rental. Water taxi charges are 50% "automatic take up" (ATU). Ships incurring commercial boat costs, including differences posted from the SFOEDL, will record an automatic grant increase or decrease to "Other" OPTAR in the month in which the obligations or credits are recorded. Report these grant changes FYTD on the BOR for that month. Additionally, include the following information in the TYCOM Information section of the BOR:

Port   Dates   Service   50% TYCOM Reimbursement

Note: Use of OPTAR or ship MWR funds for water taxis to support general visiting is not appropriate. A ship's representative can participate in scheduling and monitoring general visiting water taxis. However, funding responsibility remains with the host community or sponsoring organization (i.e., Navy League, Navy Recruiting Command, local chamber of commerce, etc.).

7211   SHIPALT FUNDING. Items in the Current Ship's Maintenance Project (CSMP) will normally be funded and accomplished as follows:

a. Title "A" and "K" SHIPALTs: Funded by NAVSEASYSCOM and accomplished by shipyard or IMA.

b. Title "D" and "F" SHIPALTs: Funded by TYCOM maintenance funds and accomplished by Naval Shipyard, IMA, or ship's force.

c. Self-help habitability items: Funded from ship's OPTAR or tender/SIMA ROV funds and accomplished by ship's force or IMA.

7212   HABITABILITY. Charges for habitability improvements will be funded in most cases from maintenance funds by SHIPALTs or IMA accomplishment. However, the Commanding Officer may budget and expend limited amounts of OPTAR funds for habitability projects considered necessary for the comfort and morale of the crew. The following guidelines apply:

a. Do not expend funds for decoration/rehabilitation solely for reasons of personal tastes. Procurement of "custom" paintings, dishes, linens, and other decorative material without TYCOM approval is prohibited.

b. Self-help projects may be funded from the command's "Other" OPTAR without an augment of habitability funds and without prior approval by TYCOM.

c. Expend funds granted by TYCOM for specific habitability projects for those projects only. Return unused funds to the TYCOM.

d. Habitability funds granted for use in initial installation/improvements are intended for significant upgrades of ship's habitability. Fund subsequent replacement of habitability items from ship's OPTAR without reimbursement.

7213   TRANSPORTATION ACCOUNT CODES (TACs). As a rule, TYCOMs are responsible for funding the cost of supplies and equipment "owned" by their units when the shipment of such material is directed by a TYCOM or one of their units. Costs incident to shipments of stores account material are chargeable to the Navy Working Capital Fund (NWCF), Inventory Manager (IM), or to NAVSUPSYSCOM, depending on the material, reason, and mode of shipment. Included in this category are shipments in response to requisitions, or IM redistribution/carcass retrograde directives. Definitions of first and second destination transportation are in OPNAVINST 4600.24C, Responsibilities for Management of Navy Transportation. Use the following format to obtain authority from the TYCOM before using TYCOM TACs:

a. Material to be shipped (description).

b. Ship from.

c. Ship to.

d. Weight of material.

e. Cost of shipment.

f. Justification (include turn-in or shipping document number). NAVSURFPAC units refer to COMNAVSURFPACINST 7040.1C.

7214   COST AVOIDANCE PROGRAMS

a. <u>Consolidated Residual Asset Management Screening Information (CRAMSI) System</u>. The CRAMSI system is a database managed by Naval Sea Logistics Center (NSLC), Mechanicsburg, PA. CRAMSI consolidates various TYCOM and NAVSEA residual asset inventories (over 20 sites) into one database and makes the material available to end users free of charge from most sites. SAC 207/224 (NWCF) customers are not authorized to use CRAMSI due to accounting procedures.

b. <u>CRAMSI Afloat</u>. (For NAVSURFPAC ships only) This is a <u>mandatory program</u> for all SNAP II/III/RSUP and Ported SNAP ships. CRAMSI Afloat is an automated means for a ship to submit trial reorders (RPT029) directly to NSLC using SALTS for screening residual sites for "free issue" material. Automated, non-NWCF ships will submit trial reorders for <u>ALL</u> stock requirements/ deficiencies to NSLC (CRAMSI) at least every 10 days (you may submit sooner once you receive a response from NSLC for your previous reorder review). Within 3 days, NSLC will transmit an "A0A" MILSTRIP format SALTS file to the ship listing potential fills. CRAMSI unique requisition serial numbers starting with "N" and Signal Code "B" will be provided (prevents OPTAR from being decreased). Upload the SALTS file into SNAP (contact TYCOM for a CRAMSI Afloat users guide if required). Once MILSTRIP is loaded, order remaining requirements through normal supply channels. Within 5 to 7 working days, NSLC will forward another SALTS file citing "AS1" status for items with firm shipping data or "AE1" with "CM" status for items which could not be filled (warehouse refusals). Upload the status file into SNAP and order the canceled items through normal supply channels.

     (1) <u>DLRs</u>: A DLR carcass must be turned-in to the ATAC hub/node for material received from CRAMSI sites. Use the requisition number of the item received from CRAMSI for the carcass document number.

     (2) <u>SDR/RODs/QDRs</u>: All CRAMSI material is presumed ready-for-issue (RFI). Inspect material carefully upon receipt. If defective, reorder through normal supply system. Do not submit SDR/RODs or QDRs [unless a Category I (safety) discrepancy exists].

c. <u>CRAMSI screening of Material Outstanding File (RPT073)</u>. This is also a <u>mandatory program</u> . Material in CRAMSI sites is constantly changing. Items needed 2 months ago and backordered in the supply system may now be available at a CRAMSI site. Once a month forward a complete MOF with status via SALTS to NAVSEALOGCEN (SALTS address "NCI") for CRAMSI screening of backordered material. NAVSEALOGCEN will generate new requisitions for backordered items with ESDs at least 30 days away. Requisitions on RPT073 with DOC IDs "AC1", "AS1", or "BA" status will not be screened. Within 3 days, NAVSEALOGCEN will provide the ship a SALTS file listing potential fills with new "N" series requisitions and cross-reference the original requisition numbers. Cancel the original requisitions once you receive the CRAMSI material.

d. <u>Residual Asset Manager (RAM)</u>

     (1) Developed by NAVICP, RAM is a program to automate screening residual asset inventories by automatically capturing Issue Priority Group (IPG) II/III requisitions submitted to normal supply system POEs and screening requirements against RAM sites for "free issue" material. If material is available, the requisition(s) will be passed to the RAM site holding the material. DAAS will forward the following status

          (a) "AE1" citing "BM" status (requisition passed) to Routing Identifier "RAM";

          (b) "AE1" citing "BN" status (requisition processed as free issue) [Note: posting "BN" status against the original requisition in SNAP automatically deobligates OPTAR funds. If the material is subsequently not located (warehouse refusal) at the RAM site, the funded requisition will be passed (AE1/BM status) to the appropriate activity via normal supply channels for processing.];

(c) "AS1" (shipped).

(2) Required actions:

(a) Do not submit requisitions or follow-ups directly to Routing Identifier "RAM" (use regular POE).

(b) For material issued from a RAM site, monitor financial records to make sure "BN" status is posted to SNAP database and OPTAR funds are automatically deobligated.

(c) Do not submit RODs or QDRs (except Cat 1 - safety) for material issued from RAM sites. If other than "A" condition material is received, resubmit requirement.

(d) Turn in a DLR carcass to the ATAC hub/node for DLR material received from RAM sites. Use the requisition number of the item received from RAM for the carcass document number.

e. Miniature/Micro-Miniature (2M) Electronic Repair Program

(1) Procurement of new or repaired electronic circuit card assembly (CCA) and electronic module (EM) is one of the largest single components of shipboard EMRM expenditures. Fault analysis and repair of these expensive and sometimes scarce assemblies by shipboard or IMA Modular Test and Repair Facilities (MTRF) is a major cost saver and significantly enhances sustainability. New generation 2M repair stations with "Gold/Silver Disk" programs that support an ever-expanding range of CCA/EM repair tasks have increased shipboard MRTF capabilities and made self-repair of items formerly replaced and turned-in a routine occurrence.

(2) Supply Department personnel must be familiar with their responsibilities in supporting the 2M program and work closely with repair technicians to ensure repairable CCAs/EMs are handled according to both DLR and 2M procedures.   CINCPACFLT/CINCLANTFLTINST 4790.3 (Joint Fleet Maintenance Manual) requires 2M technicians to screen and attempt to repair all CCAs/Ems within their training and capability, regardless of cognizance or SM&R code. If the technician is unable to repair the CCA/EM the carcass will be turned over to the DLR storekeeper with a copy of the 2M generated 646. The DLR storekeeper will not issue/order a replacement CCA/EM without a carcass and a 646 or the Commanding Officer's approval to issue/order pending completion of 2M screening. Additional details about the 2M program are in Appendix D, Depot Level Repairables.

7215   HAZWASTE DISPOSAL FUNDING

a. (NAVSURFPAC units only) NAVSURFPAC centrally funds disposal of afloat HAZMAT. Ships off-loading HAZMAT in U.S. Navy ports (including ASU Bahrain) will not fund disposal. Ships off-loading HAZMAT in non-U.S. Navy ports will fund disposal with ship's OPTAR. Ships are strongly encouraged to hold HAZMAT off-load until ship enters U.S. Navy ports.

b. (NAVSURFLANT units only) Hazardous material removal is centrally funded ashore. CINCLANTFLT mission funds subordinate stations to provide disposal services. Ship should make every effort to dispose of HAZMAT at assigned Navy homeport. Hazardous material disposal is not an authorized charge to ship's OPTAR without prior approval from COMNAVSURFLANT (N413). NAVSURFLANT centrally funds hazardous waste disposal at shore stations not within CINCLANTFLT claimancy including ASU Bahrain. Hazardous material removal in the MED is centrally funded through CTF-63/COMNAVSURFGRUMED.

NOTE: MCM permanently deployed to Japan or the Arabian Gulf, obligate using fund code S6. Report as an ATU on monthly BOR under remarks section as a separate category, in following format:

"HAZMAT DISPOSAL CURRENT MONTH (FUND CODE S6) 100% REIMBURSABLE:

PORT	DATES	CURRENT MONTH COST
XXXX	XXXX TO XXXX	XXXX
CURRENT MONTH TOTAL		XXXX
FYTD TOTAL		XXXX"

7300   STAFF AND SPECIAL UNIT SUPPORT. Naval Surface Force ships with an embarked staff or other unit will provide hotel-type services (berthing, messing (individuals on COMRATS or BAS will pay mess bill) and communications service) to the unit, while embarked, without charge to the unit. Charge all direct support requirements of these units as indicated below.

7301   GROUP AND SQUADRON OPTARs/AFLs/AFTs. OPTARs assigned to activities are based on staff size, complexity, and location. The Annual Planning Figure (APF) is based on budget submission requirements and available funding. Each includes funds for office machine rentals, utilities, telephones, boat operation and maintenance costs, hotel-type services when not embarked, and other staff support costs. All holders must develop and maintain an AFMP per paragraph 7101.

7302   COMMUNICATION SUPPORT FOR EMBARKED TYCOM STAFFS. Communications support, except INMARSAT, for embarked staffs is part of the hotel services provided by the Flagship. Communications expenses that are considerably more than normal operating requirements without the staff embarked may be addressed in an OPTAR augmentation request if current funds are insufficient to absorb the added expense. Such requests must include a comparison of communications costs with and without the staff embarked. Refer to paragraph 7206 for INMARSAT procedures.

7303   EMBARKED SPECIAL COMBAT FORCE UNITS. Give embarked special combat force units the same logistic support and privileges as are provided to ship's company, including bedding, but excluding special clothing that is the responsibility of the unit's parent command. Furnish daily requirements for office supplies, cleaning gear, and consumables to these units in the same manner you furnish them to the ship's departments, charging the ship's OPTAR. A departmental budget may be established for the embarked unit if considered necessary.

7304   EMBARKED U.S. MARINE CORPS UNITS/NAVY AVIATION DETACHMENTS. Surface Force ships will issue bedding, housekeeping, and cleaning gear supplies and other materials from Navy-owned shipboard inventories to embarked Marine Corps units and staffs in support of Marine Corps organic requirements, and to embarked Navy aviation detachments provided such issues do not adversely impair the supply readiness of the issuing ships. Issue these supplies on a custody basis or for consumption on-board, as appropriate, without reimbursement. Handle reimbursement for damages to ship's spaces and equipment, and loss of material attributable to embarked Marine Corps or Navy aviation units, according to COMNAVSURFLANTINST 3000.3B/MARFORLANT 4620.2B, COMNAVSURFPACINST 4080.1B, or COMNAVSURFPACINST 7320.1B as appropriate. The following additional guidance pertains:

a. Charge MOGAS, JP5 and F76 expenses to the Fleet Commander's open allotment for fuel.

b. Account for receipts/issues of MOGAS, JP5, and F76 according to Navy Energy Usage Reporting System (NEURS).

c. Ensure Fleet Commander open allotment accounting is credited for any MOGAS, JP5, or F76 turned in for credit.

d. Supply and financial procedures for Light Airborne Multi-Purpose System (LAMPS) Helicopter Support/Vertical Replenishment (VERTREP) are in COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPACINST 4420.3A.

e. Provide vehicle/aircraft lashing gear, troop life jackets/float coats, and cargo nets as required. Allowances are provided by NAVICP-M in Allowance Equipage Lists (AELs). Inventory control of lashing gear, life jackets/float coats, and cargo nets is provided in paragraph 6802.

7400   MATERIAL TRANSFERS TO OTHER TYCOMS. Make every effort to support material requests from ships or units of other TYCOMS. Prepare a monthly "A" Summary for chargeable material transferred according to , paragraph 6106-2, forwarding one copy to TYCOM. Reimbursement to OPTAR will be by "automatic take-up" (ATU) in the month of obligation.

7401   MATERIAL TURNED-IN TO STORE (MTIS). Additional funds are generated in the Force through turn-in of not-needed, creditable material. See paragraph 5001 for disposition of excess material. Credit eligibility will be determined by the receiving shore activity. Based on past experience, receipt of a certain dollar value of credits is anticipated. This estimated value is added to funds received from the Fleet Commander in computing total funds available for distribution within the Force. Therefore, these credits are not returned directly to the ship/unit generating the credit. They are already reflected in initial OPTARs and in centrally managed programs such as those established for funding charter and hire and shipboard habitability improvements. TYCOM will consider excessively large credits for single line item turn-in documents generated by a ship for reimbursement to that ship's OPTAR on a case basis, but only after such credit has been reflected in the TYCOM's official accounts.

7500   BUDGET OPTAR REPORTS (BORs). Prepare a separate BOR (NAVCOMPT 2157) monthly for each of the following OPTARs:

a. Current Fiscal Year OPTAR. IMAs send separate BORs for active and reserve accounts.

b. Prior Fiscal Year OPTAR monthly for 6 months after the end of the Fiscal Year and for 18 months thereafter only as changes occur in the total gross obligations (i.e., cancellations, UOLs, SFOEDLs). IMAs send separate BORs for active and reserve accounts.

c. Reimbursable OPTARs.

7501   SUBMISSION OF BOR. Submit BORs by priority message, even during MINIMIZE, to the appropriate TYCOM by the first working day of the month following the month being reported. See Appendix I for the report format.

7502   FINANCIAL PROCEDURES INCIDENT TO DECOMMISSIONING. See COMNAVSURFLANTINST 4770.1C or COMNAVSURFPACINST 4000.1F and TYCOM decommissioning guidance messages sent 90 days before decommissioning or contact TYCOM representative for assistance.

7503   DFAS FINANCIAL TRANSACTION LISTINGS (SFOEDL/UOL)

a. Provides guidance in processing the Financial Transaction Listings received from DFAS. Make sure all listings are processed the month in which they are received. Additional guidance for year-end closing procedures is provided by message from TYCOM.

b. (For NAVSURFLANT units) For Unfilled Order Listing (UOL) processing, , Paragraph 4108-3 states "material received more than 60 days before the "processed" date of the listing" may be administratively canceled. Due to the financial impact of processing administrative cancellations and probable subsequent billing for the canceled material (once DFAS receives the issuing

activity's invoice), activities may extend the cutoff date to <u>90 or 120 days</u> before the UOL process date before performing administrative cancellation action.

c. (For NAVSURFPAC units) With the implementation of the Ship's and MALs Automated Reconciliation and Tracking System (SMARTS) SFOEDL/UOL processing has become less time consuming. SMARTS uses the SFOEDL and UOL received via SALTS to create a file of transaction that are processed against the SNAP requisition and CARCASS tracking files. SMARTS provides an automated SFOEDL challenged logs. This file is saved as an electronic file and transmitted to CNSP N4121. SMARTS also creates four UOL listings (Completed Transactions/Outstanding Transactions/NO STARS Record/NO host Record) for review and/or action. Currently, these listings have to be processed manually. Proposed changes to the system will automate the process in the future.

(1) The following SFOEDL processing guidance is provided:

(a) Processing, review, and validation will be completed within 10 working days of receipt.

(b) SMARTS presents SFOEDL transactions and matching SNAP data on a split screen for processing (challenging) by the financial storekeeper. Do not challenge any differences less than the threshold amount of $250.00.

(c) Recoup Partial Order Established (POE) amount regardless of money value if the extended money value on the receipt document matches the expenditure amount on the SFOEDL, and not for a partial receipt. For C9999 requisitions, recoup POE amounts only when final billing has been processed and no further expenditures are expected.

(d) Submit SFOEDL challenge log electronically to the appropriate ship type budget analyst.

(2) The following UOL processing guidance is provided:

(a) Processing, review and validation will be completed within 20 working days of receipt.

(b) For current fiscal year: AD CANC of obligations for requisitions, which have been received, is not allowed. The only exceptions are:

1. To recoup excess POE amounts as identified in paragraph 1.c above.

2. To recoup below threshold (250) erroneous SFOEDL charges resulting from the transposition of the document number or posting of expenditure before the obligation is processed in STARS-FL. Invalid above threshold charges should be challenged during SFOEDL processing.

(c) For the first prior fiscal year: AD CANC requisitions that have been received 180 days from the process date of the listing.

(d) For the second prior fiscal year: AD CANC requisitions that have been received 120 days from the process date of the listing.

(3) Submit any questions, problems or program suggestions regarding SMARTS and SFOEDL/UOL processing to SALTS ID "ZA2".

7504 <u>TRANSMISSION OF FINANCIAL TRANSMITTAL (TL) DATA VIA SALTS STARS-FL OPTION</u>. All SURFLANT and SURFPAC activities using SNAP will submit all current and prior fiscal year TL's via SALTS using the STARS-FL financial returns sub-menu of the SALTS program. Any

unit unable to transmit TL's via STARS-FL should submit a trouble report (TR) immediately to SPAWARSYSCEN Chesapeake requesting assistance. All units should continue to retain all TL diskettes for each processing cycle and store them with hard copies of your transmittal letters.

7600   AUDIT TRAILS. The key to good financial management is accurate and auditable records. To ensure accurate records:

a. At least quarterly, compare the OPTAR Log, Material Outstanding File, and NIS/NC File to make sure the accuracy of all three.
b. Monthly, review the OPTAR transmittals and extract all DLR requisitions. Make sure DLRs have been turned in or skeletonized DD Forms 1348-1A are filed in the Repairable Suspense File for remain-in-place items.

c. Monthly, make sure the balance in the OPTAR log equals the difference between the OPTAR grant FYTD (Column 31) and Cumulative Gross Adjusted Obligations (Column 24) reported on the Budget/OPTAR Report (BOR).

d. Before submitting each OPTAR Document Transmittal Report, make sure the following totals agree. Use the BOR Worksheet (Figure 7-2), Cumulative TL Log (Figure 7-3), and OPTAR Grant/Automatic Take-Up (ATU) Recap/Control Log (Figure 7-4) to verify figures (these worksheets apply to non-mechanized as well as automated ships).

    (1) Total Estimated Chargeable columns of OPTAR Log.

    (2) Total obligation documents in Holding File #1, less cancellation documents in Holding File #2.

e. At the end of each month, make sure the following totals agree:

    (1) Totals of OPTAR Document Transmittal Reports (NAVCOMPT Report Symbol 7303-14).

    (2) Total obligations entered in Part II, Block 22 of BOR.

    (3) Total Estimated Cost Chargeable columns in the OPTAR Log.

f. Monthly, make sure the total of the SFOEDLs to date equals the total of the difference columns in the OPTAR Log and the total differences entered in PART II, Block 23 of the BOR.

7700   OTHER SOURCES FOR FUNDS. Before requesting funds in the following categories, review applicable references:

a. Official Representation Funds (ORF) and Latin American (LATAM) Cooperative Funds are granted to selected commanders for defraying expenses of official representation to maintain the standing and prestige of the United States in contacts required by official courtesy. Expenses that may be funded include food, refreshments (including beer, wine, and sherry when approved by the Commanding Officer), and mementos (books and plaques). Each Fleet Commander has limited ORF dollars for subordinate commanders. Specific guidance is in SECNAVINST 7042.7H, CINCLANTFLTINST 7042.1R, SECNAVINST 7042.13, CINCLANTFLTINST 7042.4A, SEVENTHFLT OPORD 201, CINCPACFLTINST 7042.4, and CINCPACFLT OPORDER 201. See Appendix J for details and sample formats.

b. External Public Affairs Funds cover salaries, supplies, and miscellaneous costs incurred in dealings with the media and public. CINCLANTFLTINST 5726.3G and CINCPACFLTINST 7042.4 provide guidance. The funds are not normally available for use by Surface Force units.

c. Overseas Community Relations (COMREL) Funds cover materials, supplies, and services to support overseas community relations programs and projects that enhance understanding, respect, and good will between U.S. Navy personnel and people of foreign countries. CINCLANTFLTINST 5726.3G and CINCPACFLTINST 7042.4 provide procedures for their allocation.

7701   OTHER PROCUREMENT NAVY (OPN) FUNDS. OPN funds the procurement of major equipment with a unit cost of $100,000 or more. Annually, TYCOM sends OPN budgets for Industrial Plant Equipment (IPE) and Other Forces Support Equipment (OFSE) to the Fleet Commander to identify requirements and provide justification for their procurement. Line item justification is required. OPN funds are restricted to those specific items budgeted and approved. Equipment qualifying for OPN funds (investment items) cannot be purchased with O&MN/O&MNR funds (expense items). A thorough review of current and projected equipment requirements is necessary to assure prompt receipt of necessary funds and systematic procurement/replacement of equipment. See Appendix K for details.

7702   REIMBURSABLE OPTARs

a. Situations frequently arise wherein units are engaged in specific projects or operations involving funding responsibility of activities outside the normal funding chain. Examples include salvage operations, embarkation of special staff units, warranty/guarantee funding for newly constructed ships, and IMA work performed by tenders and repair ships for MSC/USCG units.

b. A reimbursable work order is a request for services to be performed by one activity for another activity. The accepted work order is the basic authority to perform work and incur related costs. Reimbursable orders can only be accepted by TYCOM. Accepted reimbursable orders are passed to subordinate units in the form of a reimbursable OPTAR. Specific accounting procedures will be provided when the reimbursable OPTAR is furnished. Each accepted reimbursable order is subject to 31 U.S. Code 1517 and 1301; hence, the accepting office (TYCOM) is responsible if either the funds authorized are exceeded by the performing activity (31 U.S. Code 1517), or if the funds are not used for the purpose for which they were issued (31 U.S. Code 1301).

c. Expenditure of these funds may take place at the staff or unit level, depending on the specific circumstances. When a reimbursable OPTAR is provided the unit, a separate OPTAR log and Budget/OPTAR Report is required. Under no circumstances, including differences, will reimbursable OPTARs be over-obligated.

d. Recapture of funds. Since reimbursable orders cite funds of other activities, every effort must be made to complete work, finalize accounting, and return unused funds to the issuer for reprogramming. Upon completion of work orders, each reimbursable order, or 45 days before the end of the fiscal year, whichever is sooner, each activity will notify the Force comptroller of funds available for recoupment or reprogramming into the subsequent fiscal year. Before offering funds for recoupment, reimbursable OPTAR holders will reserve enough funds to cover possible differences resulting from expenditures not matching corresponding obligations.

e. Final Budget OPTAR Report. When the work under a reimbursable order has been completed and there are no unfilled orders outstanding, no unmatched expenditures, and no outstanding travel advances, then a "final" BOR will be submitted. The "final" BOR will cite the phrase: "Reimbursable OPTAR complete, this is a final report." See NAVSO P-3013, paragraphs 4200 and 4406 for additional information.

7703   INTERMEDIATE MAINTENANCE ACTIVITY (IMA)/REPAIR OF OTHER VESSELS (ROV) FUNDS. ROV funds are provided to IMA for financing authorized work and materials. Material costs are chargeable to ROV funds:

a. When the job is undertaken by the IMA ship's repair department.

b. When the job is undertaken by ship's force with an IMA assist.

c. To replace repair parts provided to the IMA from tended ship's storeroom stocks as a matter of expedience.

d. For replacement of equipment on "repair or replace" type job orders when investigation indicates the equipment is beyond economical repair.

e. IMA printing jobs, including the cost of paper stock.

7800   DUPLICATING AND OFFICE COPYING (REPROGRAPHIC) EQUIPMENT. Per CNO, commands are no longer required to obtain Reprographic Equipment Authorization Numbers (REAN) for Shipboard Copier Program (SCP) equipment acquisition. Submit requisitions for copiers directly to servicing FISC using SCP contracts. SCP contracts are mandatory GSA contracts and are the only authorized source of copying equipment. Lease or lease-to-ownership of equipment is a proper charge to ship's OPTAR, citing Fund Code _U. Funds will be obligated for such leases quarterly. Purchasing shipboard copiers is preferred to leasing the equipment.

7801   LEGAL SERVICES. Charge legal service costs in foreign ports and costs for civilian counsel and witnesses for trials in courts of foreign countries and in CONUS to the ship's OPTAR, citing Fund Code _U. TYCOM may consider an augment request for legal service costs that considerably affect a unit's OPTAR funds.

7802   _____. Procure recreation material considered necessary or desirable for the health, fitness, and welfare of personnel attached to the command. NAVSUP P-485, paragraphs 2106 and 3438, and BUPERSINST 1710.11B provide guidance for using non-appropriated and appropriated funds. NOTE: Recreational material does not include items of personal clothing (i.e., sweats, shorts, t-shirts, etc.) nor does it include items intended for the exclusive use of a particular individual.

7803   GIFTS AND MEMENTOS. Except as authorized in paragraph 7805, OPTAR funds will not be used to purchase gifts and mementos such as plaques and cigarette lighters. NAVSUPINST 4200.85C applies. The use of Welfare and Recreation funds is also prohibited. ORF/LATAM funds may be used for these items (among other purchases) in conjunction with ceremonies, dedications, and functions. SECNAVINST 7042.7H, SECNAVINST 7042.13, and NAVSUP P-485, paragraph 3456, provide additional information. See Appendix J for sample formats for requesting ORF and documenting ORF expenditures.

7804   SPECIAL EVENTS & CEREMONIES. Costs incident to a change of command, commissioning, and decommissioning (i.e., renting bunting, assembling speaker platforms and chairs, and renting a ceremonial facility) are chargeable to ship's OPTAR, citing Fund Code _U. See NAVSEAINST 7303.3B regarding commissioning expenses funded by SCN appropriation. DO NOT use OPTAR funds for any costs related to receptions associated with these ceremonies. In addition, retirement or wedding ceremonies for individuals are considered social functions therefore associated costs are not OPTAR chargeable per NAVSUP P-485, paragraph 3450. Charge procurement of decorations for external and internal shipboard use on national holidays (seasonal or religious holiday events, such as Easter, Thanksgiving, Christmas, and New Years) and other patriotic occasions to ship's OPTAR, citing Fund Code _C.

7805   MEDALS, TROPHIES, BADGES AND PLAQUES. SECNAVINST 3590.4A authorizes using appropriated funds to procure trophies, badges, similar devices, the first award of medals, or ribbons when there is no corresponding medal. Plaques fall under the definition of similar devices. Awards may be presented for excellence in accomplishment or competition. These competitions must be officially established and of a continuing nature. Cash awards are

accessories, including qualification devices, is not authorized. All activities will maintain a log indicating the date, the recipient, and the reason for presentation of medals, trophies, badges, or plaques with OPTAR. Merchandise such as ball caps (except as stated in paragraph 6803), lighters, pens, and belt buckles are not authorized for procurement with OPTAR. (For NAVSURFPAC ships use fund code NU.)

7806   <u>OMBUDSMAN PROGRAM</u>

a. Commanding Officers have the authority to reimburse Ombudsman using appropriated funds. OPNAVINST 1750.1D provides policy about the Family Ombudsman Program. Support for each command's Ombudsman is the responsibility of the command and is a proper charge to OPTAR within available funding.

b. Reimbursement is limited to four expense categories: child care, automobile mileage, parking and vehicle tolls, and telephone calls. If the Commanding Officer approves reimbursement, he or she must decide whether appropriated, non-appropriated/MWR, or other available funding sources will provide payment. The Ombudsman reimbursement program shall be incorporated into the command's Annual Financial Management Plan.

c. Claims for reimbursements using appropriated funds shall be submitted on Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business." Claims will briefly describe the event or function for which reimbursement is sought, or summarize expenses for any given month. The Commanding Officer or designated representative will sign as the approving officer. The Disbursing Officer will sign as the certifying officer. The Supply Officer will provide the line of accounting from the command's OPTAR. Ships will use Fund Code _C for child care expenses, mileage, and parking/vehicle tolls and Fund Code _S for telephone toll calls.

d. Commands shall continue to provide support to the Ombudsman (i.e., paper envelopes, pens, copier service, clerical assistance, use of government telephones and command telephone credit cards, and government vehicle transportation) from command OPTARs as resources permit. (For NAVSURFPAC ships only) Government computer equipment is authorized. However, computer equipment must be documented and custody signature is required. Internet access is not authorized.

e. <u>Ombudsman Telephone Service</u>. Local command recreation funds may be used to purchase a telephone answering machine. However, a separate telephone line in the Ombudsman home may not be funded with either appropriated or non-appropriated funds. Also, appropriated and non-appropriated funds are not authorized to pay for installation and monthly service fees for operating direct telephone "carelines" in the Ombudsman's private residence. Establishing and continued use of command sponsored "carelines" are recognized as providing a needed service, in addition to having a positive impact on the morale of the crew and their families, and are therefore highly encouraged. An authorized legal alternative to installing telephone lines to support "careline" answering machines in private residences is voice mail services. The voice mail service account must be established in the command's name, not in the Ombudsman's name. Voice mail services permit ship's family members to call a "1-800" number and listen to a pre-recorded message left by the ship's Ombudsman, or to leave messages for the Ombudsman. Recommend use the least costly voice mail package offered by local or long distance phone carriers that is available in the Ombudsman's local area for "carelines."

7807   <u>TEMPORARY HOUSEHOLD GOODS (HHG) STORAGE.</u> Temporary Household Goods (HHG) for single personnel while a ship is deployed is properly chargeable to OPTAR using Fund Code _8. Reimbursement to OPTAR will be by automatic take up in the month obligations are incurred.

7808   <u>FLEET TOOL ISSUE</u>

a. Repair activities (shipyards, SIMAs, tenders) lend tools and other equipment to help customer activities accomplish maintenance actions. Provide a DD-1149, complete with ship's OPTAR accounting data, using fund code _2 and obligating $100.00. The repair activity will charge the ship's OPTAR for any losses, damage or abuse of tools, and for funding consumable supplies such as sanding disks, grinding wheels, sanding disk backing pads, half face respirators, goggles, sanding belts, cutter bits, needle sets, wire wheels, etc. Make OPTAR obligation adjustments to cover these costs as they occur. Historically, a large percentage of tool-related charges to customer ships have been attributed to loss, damage, or abuse. This lack of control and mismanagement results in a substantial loss of OPTAR funds. Augmentation for tool issue costs is not granted. To reduce tool losses, the following procedures are mandatory:

(1) Assign a single representative to keep a record of borrowed tools.

(2) Limit the number of personnel authorized to check out tools from repair activities. These personnel should be E-5 or above.

(3) Obtain the user's signature to establish accountability for tools issued to ships.

(4) Make sure that a senior petty officer supervises the Ship's Tool Issue Center (STIC).

(5) Require tools to be checked in and out of the STIC daily except for planned weekend requirements.

(6) Require the STIC petty officer to issue the tools for the duty section, including weekends.

(7) Keep records of borrowed tools by nomenclature for each tool checked out from the repair activity.

(8) Inventory tools weekly and reconcile with tool file cards.

(9) Periodically check with the repair activity loaning the tools to make sure the ship's tool loan records are current, complete, and accurate.

(10) Make sure ship obtains and keeps copies of check-in/check-out tool receipts provided by loaning activity.

(11) Require personnel being transferred from the ship to check out through the STIC to make sure that tools are returned.

(12) When warranted, challenge unusual charges from the repair activity for lost or worn out tools.

(13) Before checking out tools, ask for the actual value. Remember: these are used tools with depreciated value.

b. Command emphasis on tool control is required to reduce potential fraud, waste, and abuse. Close monitoring of tool programs should be a top management priority.

a. OPNAVINST 7042.2A provides funding and accounting information for the foreign warship visit information program.

b. When a ship is designated 'host ship' for a returning deployer, the host ship will obtain the requirements and funding from the returning vessel. The host ship will then make the appropriate arrangements. Tents, chairs, tables, and portable toilets are authorized OPTAR chargeable items.

7810   SHIP'S EXPENDABLE BATHYTHERMOGRAPH (XBT). XBTs are centrally funded by TYCOM as an "automatic take up" (ATU). Ships procuring XBTs will record an automatic grant increase (NAVSURFLANT units: round to nearest whole dollar. NAVSURFPAC units: round to nearest 100 dollars) to "Other" OPTAR in the month in which the obligations are recorded. Report this increase on the BOR. Fund Code _C applies.

7811   FUNDING AEROBIC INSTRUCTORS FOR PHYSICAL READINESS TRAINING (PRT). (For NAVSURFLANT ships only) Appropriated funds may be used to pay for aerobic instructors to provide exercise training aboard ships. The purpose of the expenditure is to help crewmembers maintain physical fitness and prepare for their semiannual PRTs. PRT is considered essential to mission accomplishment of the command and therefore may be funded by appropriated funds unless insufficient OPTAR funds are available. At that point, non-appropriated funds may be used to support MWR Category A, "mission sustaining" activities. Although hiring aerobic instructors for shipboard exercise classes is an authorized OPTAR expenditure, the reality of limited O&MN/NR funds available to the Fleet requires that prudent judgment be exercised by all commands to make sure outlays of operating funds are prioritized. All other less expensive alternatives to achieving optimum crew physical fitness should be considered before hiring aerobic instructors. At a minimum, the use of existing base MWR supported fitness programs, the purchase of workout videos, and/or the training of shipboard PFT coordinators should be evaluated.

<DATE>

_____ DEPARTMENT

PHASED REPLACEMENT ITEM WORK SHEET

FISCAL YEAR_____

NOMENCLATURE _____

NSN _____

UNIT COST _____   EXPECTED SERVICE LIFE _____ YRS

ALLOWANCE QTY _____ QTY ON HAND _____

QUANTITY REQUIRED FOR IMMEDIATE REPLACEMENT   _____

ADDITIONAL QUANTITY REQUIRED FOR REPLACEMENT DURING FY $_____

TOTAL REPLACEMENT QUANTITY REQUIRED FOR THIS FY $_____

TOTAL DOLLAR VALUE $_____

REPLACEMENT SCHEDULE:

QUANTITY	UNIT COST	TOTAL COST	REQN NR
1ST QTR _____	_____	_____	_____
2ND QTR _____	_____	_____	_____
3RD QTR _____	_____	_____	_____
4TH QTR _____	_____	_____	_____

_____

SUPPLY OFFICER USE ONLY

MID-YEAR PHASED REPLACEMENT BUDGET CALL INFORMATION

UNFUNDED (STILL REQUIRED): QUANTITY _____

TOTAL COST $_____

Figure 7-1

BOR WORKSHEET

Month/Year _____   FY _____

	Previous Month Column 23	Present SFOEDL being Processed _____	New Column 23
S2			
S7			
S9			
SB			
SC			
SD			
SE			
SK			
SR			
SS			
SU			
SV			
Total			

	Previous Month Col. 22	± TL __	± TL __	= New Col. 22	± New Col. 23	= New Col. 24
S2						
S7						
S9						
SB						
SC						
SD						
SE						
SK						
SR						
SS						
SU						
SV						
Total						

Figure 7-2

CUMULATIVE TL LOG
FY _____

	RPT025 TOTAL NET VALUE	BALANCE (YTD)
TL01		
TL02		
TL03		
TL04		
TL05		
TL06		
TL07		
TL08		
TL09		
TL10		
TL11		
TL12		
TL13		
TL14		
TL15		
TL16		
TL17		
TL18		
TL19		
TL20		
TL21		
TL22		
TL23		
TL24		

Figure 7-3

OPTAR GRANT / AUTOMATIC TAKE-UP (ATU)
RECAP / CONTROL LOG   FY _____

Grant/BOR MSGs (Date-Time-Group) / Addl Info	Quarterly EMRM Grant	Cumulative EMRM Grant	Quarterly "Other" Grant	Cumulative "Other" Grant	Monthly Total of ATUs (Details on BOR)	Cumulative ATUs	Total Grant FYTD

Figure 7-4

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CHAPTER 8

INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

8000   INTRODUCTION. Congress mandates the rules and regulations governing Information Technology (IT) which includes non-tactical computer systems, software, software development, operators, consumables, installation, maintenance and repair, telecommunications systems, telephones, phone calls, and facsimile machines. The management of IT requires special attention because the IT budget receives significant congressional oversight. The O&MN funds budgeted and spent for IT are reviewed annually by NAVCOMPT. Accurate execution reporting is required to make sure that TYCOM remains within the IT budget cap/constraint issued by NAVCOMPT.

8100   ACQUISITION OF COMPUTER EQUIPMENT, SOFTWARE, OR SERVICES

a. SECNAVINST 5231.1C requires Life Cycle Management (LCM) documentation for all computer projects. The LCM documentation is the management plan for the project. It identifies management controls, funding requirements, and authorizes the procurement (or acquisition) of computer resources. It further authorizes the expenditure of funds for computer hardware, software, computer operation, computer training, software development, and computer maintenance. LCM documentation must be approved before expenditure of funds. COMNAVSURFLANTINST 5231.1B and COMNAVSURFPACINST 5231.1A provide guidance and LCM documentation formats for IT projects.

b. IT acquisition approvals, whether authorized at the local command level or higher levels, must comply with hardware, software, and networking standards. Coordinate with TYCOM on current standards and approved products before any procurement or acquisition.

c. Commanding Officers have approval authority up to $5000 per project. CO approval authority does not extend to projects that include software development or Local Area Network (LAN) installation, regardless of dollar value. Forward copies of all Commanding Officer approved LCM documentation to TYCOM.

d. Procurement of computer repair parts for existing systems does not require new LCM documentation (see details, par 8400.b)

e. Hardware or software enhancements to existing individual workstations, servers, printers, CD-ROM drivers, etc., not exceeding 25 percent of the original system cost do not require additional LCM documentation. Increasing the number of existing LAN connections including workstations, server, printers, CD-ROM servers, etc., requires TYCOM LCM approval.

f. Submit projects greater than $5000 to TYCOM via ISIC for review and approval.

g. Submit projects that include multiple computer systems as a single project (i.e., LAN components). Splitting requirements into multiple projects to avoid approval or funding thresholds is prohibited.

h. The computer system cost (hardware plus software) determines if O&MN funding can be used. If the system cost is more than $100,000, OPN funding must be used. In the case of LAN, file servers, software, PCs, and peripheral equipment purchased as parts of a project are considered one system.

i. Legal software licensing must be available for each computer. Software license(s) must be included in the LCM documentation as a cost of the system using the following criteria: (1) software features are addressed in LCM requirements statement appropriate to the intended use

of the system, (2) comply with TYCOM or higher agency standards, and (3) adequate licensing is not already available for the stated purpose.

j. A signed statement will be included on the NAVSUP 1250-2 or DD-1149 documents certifying that approved SECNAVINST 5231.1C LCM documentation is on file. The contracting office may also require a copy of the approved LCM documentation with the purchase document.

8200   <u>MANAGEMENT OF COMPUTER HARDWARE AND SOFTWARE.</u> Centralized control (ADP department or work center) of all ADP equipment and software is mandatory. All computer hardware, software and peripherals greater than $100 in value are included in this requirement. ADP hardware (with exception of laptop/notebook computers) may be removed from the Controlled Equipage Item List (CEIL) in accordance with NAVSUP P-485, paragraph 8001-1. NAVSUP P 485, paragraph 8001 (Controlled Equipage Item List) refers. All computer hardware and software will be inventoried annually using the CNSL/CNSP ADP Inventory Program and reported to COMNAVSURFLANT/ COMNAVSURFPAC (N62).

8300   <u>TURN-IN OF COMPUTER HARDWARE, PERIPHERALS, AND SOFTWARE</u>. CINCLANTFLTINST 5231.1A and CINCPACFLTINST 5231.1A establish the policy and procedures for reporting, screening, and releasing government automation equipment. Excess IT hardware and software must be appropriately advertised on the Department of Defense Automated Resources Management System (ARMS) bulletin board before transfer or turn in to the Defense Reutilization Management Office (DRMO). TYCOM may require notification via ISIC of proposed transfers or disposal action. Contact TYCOM for current IT transfer guidance.

8400   <u>MICRO-COMPUTER MAINTENANCE</u>

a. Document maintenance requirements on OPNAV 4790/2K. If command technicians cannot perform repair and repair services are not available from a TYCOM designated repair facility, GSA or contract repair services are authorized. End use funding documents should cite Fund Code _Y for computer repair services (excluding repair parts).

b. Computer and peripherals repair or replacement components (items such as monitors, disk drives, circuit boards, input devices, keyboards and printers) are chargeable to Fund Code _R. Additional life cycle documentation is not required. Software license upgrades are considered maintenance related but require TYCOM LCM approval for coordination and configuration management purposes before purchase and implementation.

Note: Two lines of accounting data are required on purchase orders for computer repairs if parts are to be replaced (Fund Code _Y for service, Fund Code _R for parts). Make sure vendor itemizes invoices accordingly.

c. Make sure that classified data (including hard disk drives) is removed from systems before turn-in for repair using DOD or Navy approved security software. Secret or higher data storage media can only be cleared by destroying the magnetic media either by shredding floppy diskettes, crushing hard drives, or complete (destructive) magnetic degaussing. Contact TYCOM Information Systems Security Officer for guidance on the current classified or sensitive (privacy) data removal/clean up techniques.

d. Do not use government funds to maintain or repair privately owned computers.

8500 <u>AUTOMATED RESOURCE MANAGEMENT SYSTEM (ARMS)</u>

  a. SECNAVINST 5238.1C requires the reporting of computer assets under the DOD Automated Resource Management System (ARMS) program. All commands are required to maintain the ARMS database. Contact TYCOM Information Systems and Technology Officer for current program guidance.

  b. Inventories of computers, as reflected in command IS security plans and on controlled equipage cards, will be reported to TYCOM annually by 1 April.

8600 <u>INFORMATION SYSTEMS SECURITY</u>

  a. IS security management procedures are mandatory in the operation of all computers regardless of classification level. DOD 5200.28-STD, OPNAVINST 5239.1A, and SECNAVINST 5239.3 establish requirements for IS security.

  b. Do not use privately owned computers for government business unless approved in writing by the Commanding Officer. Using privately owned computers and software masks real requirements and is generally discouraged. Under no circumstance will privately owned computers be used for processing classified information.

  c. Using unlicensed (pirated, bootlegged, etc.) software is a violation of U.S. copyright laws. Federal Law mandates financial settlements to software copyright holders, stiff fines (up to $10,000) and imprisonment (up to 5 years) for violations.

  d. Storage of classified data on hard disk drives is not authorized unless the system is certified (designed) for classified use, properly accredited (by documented command risk assessment), and a command wide IS Security program is implemented following current DOD/Navy guidance. OPNAVINST 5510.1H classified information security procedures are germane.

  e. Modems/FAX cards and external network connections that do not provide DOD/Navy approved encryption and/or firewall techniques will not be installed in, or connected to, computers that are used to store classified data.

8700 <u>FUND CODES</u>. Use the following fund codes for all procurement requisitioning Information Technology (IT) material and services:

  a. Fund Code _J to procure IT equipment/hardware including computers, word processors, facsimile machines, and peripherals.

  b. Fund Code _S for communications. See paragraph 7206.

  c. Fund Code _Y to procure software, software development, computer training, computer repair service (excluding parts) and costs associated with audiovisual production, products and services, (i.e., film, film developing, graphic arts, TV, video and audio recording).

  d. Order computer repair parts with fund code _R/_B and consumable supplies (i.e., paper, printer ribbons, ink, floppy disks, toner cartridges, etc.) with fund code _C.

8800 <u>COMPUTER PROCESSING</u>. Computer systems may be used for word processing, message preparation, and other similar administrative functions provided the system(s) are accredited (designed) for the highest classification level of use, comply with applicable IS security management requirements, and do not interfere with the primary function and purpose of the computer system. For example, Food Service and Resale Operations computers may have additional hard disk drive capacity to accommodate user-processing requirements such as word

processing. Since these are accountable systems, user access must be limited to ensure accountability is not compromised.

8900   <u>SNAP PROCESSING</u>. Proper processing and retention of history files and daily and weekly backups of SNAP are essential for data and system recovery in case of a catastrophic failure. For NAVSURFPAC commands, COMNAVSURFPACINST. 5233.1C and 5233**.**3 identify SNAP I/II, Ported SNAP I/II, and LAN system operating procedures, including backup requirements.

CHAPTER 9

INTEGRATED LOGISTICS OVERHAUL PROGRAM

9000   GENERAL. The Integrated Logistics Overhaul Program is charged with directing the improvement of Fleet unit readiness and true configuration logistics support through accurately reflecting installed equipment and all related logistics products. The ILO program provides support during both a ship's availability and operational cycles. The ship's Commanding Officer is ultimately responsible for the execution of a successful ILO since the program is a ship's force "Self Help" program. ILO/FTSCPAC Team personnel provide the technical guidance and supervision in addition to material and space resources. The ILO/FTSCPAC site coordinates the effort and provides the required analysis. Ship's force personnel actively participate in this effort so that they can sustain the logistics readiness of the ship.

9001   BACKGROUND. The ILO concept has evolved from a repair part oriented analysis to the complex maintenance process it now entails. Alterations, field changes, weapon system upgrades, and ripouts were being done that encompassed a large turnover in the logistics required to ensure proper support. No procedures or command existed to ensure that all the equipment modifications and logistics requirements were met. A process was required to sustain Fleet readiness using the ever changing, updated technology being delivered to the ships. In 1980, the Chief of Naval Operations (CNO) formally established the ILO program. The ILO program is designed to complement the phased maintenance philosophy. The ILO program has ILO/FTSCPAC Teams located at each major homeport. The Teams are responsible for logistics life cycle support for ships in their Area of Responsibility (AOR).

9002   OBJECTIVES. The first objective of the ILO program is to improve readiness by providing a ship completing a specified availability with logistics support that accurately reflects the ships' true configuration. A second objective is to train Fleet personnel to use and maintain the products provided, so the high level of support can be sustained during the ships' operational period. This training is centered on providing Ships Configuration and Logistics Support Information System (SCLSIS) information. SCLSIS is the Navy's' information system that tracks all equipment and alterations installed on board ships. SCLSIS drives all other logistics support products. A third objective is to provide additional analysis and training assistance required by Fleet units during their operational cycle.

9003   ILO PROGRAM FUNCTIONS. During ILO, all of these functions will be accomplished. During a PMR, one or more of these functions will be accomplished. The availability schedule will dictate which functions are accomplished. Ships can discuss adding other areas of analysis, in the availability or operational cycle, with the assigned ILO/FTSCPAC Teams. The ILO program comprises the following functional areas:

a. Configuration Analysis and COSAL Maintenance verifies the Start of Overhaul (SOH) configuration baseline documentation, reflecting the ships' planned End of Availability (EOA) configuration. Discrepancies between the ships' Non-Tactical ADP Program (SNAP), and other sources of configuration, as reported by the accomplishing activity, are verified to ensure an accurate EOA configuration baseline is established and the post-overhaul logistics package includes the required support.   The Surgical System Validation and Analysis program is used to determine all aspects of the configuration to be researched and analyzed

b. Planned Maintenance System (PMS) Analysis includes verification of applicable Maintenance Index Pages (MIPs) with the ships' existing configuration and all changes to this configuration reported by the accomplishing activity. Discrepancies are resolved with Fleet Technical Support Center (FTSC) PMS managers, as required. Maintenance Requirement Cards (MRCs) are analyzed to make sure SNAP reflects the required PMS repair parts and to make sure the repair parts, special tools, and test equipment are identified for proper PMS support.

c. <u>Technical Manual (TM) Analysis</u> makes sure that the appropriate TMs are on board or requisitioned. Ships with Automated Technical Manual Information System (ATIS) capability will be backloaded with one technical manual if the manual appears in ATIS. If it does not appear in ATIS, the FLTILO/FTSCPAC team will backload two copies of the manual and provide the information to the NAVSEA Ships Project Manager for ATIS digitization. Do not off-load classified TMs unless the ILO/FTSCPAC Team can provide adequate security measures. The team will conduct on board inventory of classified manuals if no adequate security at the site is available. The team reviews technical manuals for applicability, condition, and status of authorized changes and updates them as required.

d. <u>Repair Parts Analysis</u> makes sure all repair parts identified in support of the EOA configuration are either on-hand or on-order and the accuracy of the repair parts inventory backloaded to the ship at EOA will meet or exceed an inventory accuracy level required by the TYCOM. Repair parts are identified, inspected, repackaged, if required, and labeled with correct National Stock Numbers (NSN). Repair parts analysis may be accomplished either onboard (no parts offload) or at the ILO/FTSCPAC site (parts offload). The ILO/FTSCPAC team will make the final determination as to which method will be used based upon situational requirements.

e. <u>Training</u> focuses on proper accomplishment of the first four functional elements of the ILO program. It is equally important to make sure that shipboard personnel are fully capable of using and maintaining the ships' logistics support configuration documentation for both ILO program purposes and ongoing operating cycle requirements. The Ships' Configuration Maintenance Course (SCMC) provides shipboard personnel with a working knowledge of the procedures used to make sure shipboard logistics support remains accurate. In addition, unscheduled training and assistance in response to requests by TYCOMs or Fleet units during the operational cycle requiring the ILS logistics knowledge and experience are also available.

f. <u>Automated Information Systems (AIS)</u> provides related support to all functional elements of the ILO/FTSCPAC program process. AIS trains and assists users such as staff members, Maintenance Support Analysis Team (MSAT), and other shipboard personnel in the use, update, and maintenance of SNAP files throughout the ships' lifecycle.

9004   <u>REFERENCES</u>

a. Fleet Modernization Program Management and Operations Manual (SL720-AA-MAN-010) provides a structure for the orderly planning, programming, budgeting, and installation of military and technical improvements to ships of the active and reserve fleets.

b. Integrated Logistics Overhaul Program Desk Top Guides provide detailed guidance for conducting availability's and are maintained at each Fleet ILO/FTSCPAC Team.

c. SPCCINST 4441.170, Chapter 5, Section B provides information on overhauls that include an ILO/PMR.

d. NAVSEA Technical Specification 9090-700 (series) Ship Configuration and Logistics Support Information System (SCLSIS) describes the U.S. Navy's system for controlling ship's configuration and logistics support of equipment and systems in ship operations, maintenance, repair and other engineering and logistics support processes that sustain Navy ships. (NSN 0910-LP-278-2100)

9100   <u>KEY MILESTONES BEFORE START OF AVAILABILITY (SOA)</u>

a. <u>Assignment the to ILO program</u>. Approximately 90 days before a scheduled availability/PMA/SRA, TYCOM will notify the ship by letter or message of a concurrent Assignment to the ILO program. For PMRs, the TYCOM will identify the analysis function(s) to be performed during the availability.

b. <u>SCLSIS Validation</u>. Validation of equipment is the critical first step toward effective shipboard supply support. Repair parts, technical manuals, and PMS support are based upon the installed equipment as reflected in SCLSIS. Validations are accomplished by a physical sight validation of electronic, hull, mechanical, electrical, and ordnance equipment on all ships. To help accomplish this critical effort, the Commanding Officer will assign members of ship's company personnel to provide SCLSIS Validation Team (SVT) access and guidance to spaces and the opening and closing of equipment. If the ship is going to received a Targeted Allowance Technique (TAT) allowance product as detailed in the TYCOM assignment letter. If not a TAT the ship will assign sailors TAD to the ILO site that will accomplish the validation.

c. <u>Pre-Arrival Brief (PAB)</u>. Approximately 30 days before Start of Availability (SOA), the ILO Team will conduct a pre-arrival brief. This brief outlines the TYCOM's assigned tasking and inform ship's management of the ILO/FTSCPAC program, types of resources required, ship's responsibilities, the results to be expected and the products to be received. The ILO/FTSCPAC Team will schedule the date and time for ship's confirmation. The following shipboard personnel should be present at the PAB: Commanding Officer, Executive Officer, Supply Officer, Department Heads, 3-M System Coordinator, SNAP System Coordinator, Leading Storekeeper, Maintenance Support Analysis Team (MSAT) Leader, and MSAT members. Applicable discussion items include:

(1) MSAT personnel and administrative requirements.

(2) Products required from the ship such as Test Equipment, RADIAC, Night Vision Device, and Small Arms inventories and the Critical Equipment List (CEL).

(3) Off-load procedures for technical manuals and repair parts, if parts are to be offloaded.

(4) Storeroom maintenance if repair parts are off-loaded. (Parts do not necessarily have to be off-loaded. ILO/FTSCPAC Teams preferred method of inventories, when required, is to perform inventories on board.)

(5) Procedures for identifying and inventorying MAMs held by Work Centers before off-load.

(6) Post-availability storeroom drawing arrangements.

(7) Responsibilities of the ship for reporting configuration changes and methodology.

(8) Training schedules.

(9) Commanding Officer and Supply Officer visits.

(10) PALS and OPLS support services available.

(11) Discussion of Plan of Action and Milestones (POA&M).

(12) Bulkhead mounted spares inventory of repair parts that cannot be off-loaded to the ILO /FTSCPAC site.

(13) Progress reporting procedures.

(14) PMS analysis plan.

(15) Technical Manual analysis plan.

(16) Establishment of ship and ILO/FTSCPAC Team organizational relationships and points of contact.

(17) Role of the Naval Supervising Activity (NSA) and the Configuration Data Manager (CDM) in the ILO process.

(18) Backload procedures for technical manuals, repair parts, MAMs, and OSI.

9101   START OF ILO/FTSCPAC PROCESS. Immediately before the scheduled arrival at the availability site, the OIC/ROIC and/or the Logistics Management Specialist (LMS) Team Leader will contact the CO/XO/SO and coordinate the off-load (if required), keeping the Supply Officer informed of problems and progress. MSAT personnel will be transferred upon arrival (concurrent with the completion of the off-load) to the ILO/FTSCPAC site. Once the MSAT assembles at the site, the LMS and the Technical Director will give them a briefing on the overall function of the ILO/PMR. We most strongly encourage the ships Supply Officer to attend this briefing. As the single person responsible for configuration management afloat, the Supply Officer must have detailed knowledge of the ILO process. Administrative matters will also be finalized at this time. Training of MSAT personnel will begin immediately after their arrival. Assignment of personnel to specific functional areas will be accomplished after the team has received the basic 3-day Shipboard Configuration Maintenance training.

9200   FLEET ILO TEAM MANNING. It is important to realize that the ILO/FTSCPAC program operates with extremely limited support resources. ILO/FTSCPAC sites are carrying out a program that represents a major workload and technical knowledge requirements. Therefore, attention must be placed on selection of ship's force personnel.

9201   MAINTENANCE SUPPORT ANALYSIS TEAM (MSAT)

a. As noted, ILOs are a ship's self-help effort under the guidance and direction of the ILO/FTSCPAC Team. Ship's force personnel are the MSAT.

b. It is important that the ship assign well-qualified individuals to the MSAT. MSAT members will be individuals who will have at least 6 months remaining on board after the EOA. Members assigned who do not meet this requirement will be returned to the ship and the ship must provide a replacement. While assigned to the ILO/FTSCPAC site, they will receive extremely valuable training and practical experience in the analysis and correction of maintenance support problems. As such, they will form a valuable nucleus of technicians who will be able to solve emergent problems after the availability and also make sure that the ship takes full advantage of the post ILO/ILR products provided to the ship. MSAT training is continuous and members will not normally be scheduled for any schools or leave periods during the ILO/ILR due to the volume of work performed in a short time frame.

c. MSAT LCPO. The LCPO is responsible for MSAT personnel (mustering, job assignments, etc.)

d. MSAT LPO. The LPO of the MSAT should be a Senior Petty Officer from one of the principal maintenance ratings who has demonstrated strong leadership abilities. The effectiveness of the MSAT is a direct function of this individual's capabilities and enthusiasm.

9202   MSAT PERSONNEL ASSIGNMENT

a. MSAT personnel will be transferred to the Supply Department and assigned to the applicable ILO/FTSCPAC team on a Temporary Additional Duty basis. All MSAT personnel will fall directly under the Supply Officer. Messing, berthing, and administrative support will be arranged by the ship or TYCOM when needed. When circumstances dictate the need for TAD orders and funding, the ship will be responsible for providing these items.

b. While assigned to the ILO/FTSCPAC Team, MSAT members will not be assigned shipboard duties/watches during working hours Monday through Friday (0700-1530). We recommend night watches (2000-2400) only. They will work a full day at the ILO site and must be alert.

9300   ILO PROGRAM PMR PRODUCTS. The result of a properly conducted ILO program is improved material readiness. The ILO/FTSCPAC Team will identify and correct as many discrepancies as possible, but because of the complexity and dynamics of the system involved, this is an on-going process. Consequently, it is important that the ship take full advantage of the training opportunities offered by the ILO/FTSCPAC Team. With proper training and command attention, ships will develop the knowledge required to use ILO program products effectively in performing or supporting maintenance and will also have the expertise to correct the support errors encountered during the post-availability operating cycle. In effect, the ILO program function is an ongoing process that is continued after availability by the ship. Additionally, Operational Logistics Support (OPLS) program is now available from the local FLTILOTEAM/FTSCPAC. This program can be requested by the ship on regular operation not during availability if they need assistance in configuration analysis, repair part analysis, technical manual analysis, and COSAL support analysis. The ship must be inport in order for FLTILOTEAM/FTSCPAC to conduct assistance on these areas. It is ultimately the ship's responsibility to continue the analysis necessary to ensure PMS, repair parts, and technical manual support stays in synchronization with the true configuration of the ship as well as maintenance of the support documents and products that are produced as a result of the ILO program. The following paragraphs summarize the principal products of the ILO program process. Most of these have direct application to shipboard maintenance support and must be used and maintained by the ship after EOA.

a. Configuration Analysis and COSAL Maintenance Products

    (1) ILO/FTSCPAC site with new COSAL/SNAP Database. The new COSAL/SNAP database will undergo numerous changes during the availability to correct configuration errors detected by the ILO process as well as inputs by the NSA for Ship Alterations (SHIPALTs) and other modifications. This function is always performed with a Repair Part Analysis (RAG). One copy of the COSAL will be provided to SNAP I and manual ships and one copy will be provided to SNAP II/III and micro-SNAP ships at EOA in support of Sea Trials. Ships that are Automated Shore Interface (ASI) capable are not required to update the hard copy COSAL. COSAL drawdowns are given in only in rare occasions and not normally provided.

    (2) During these evolutions, the Ship Surgical Validation Analysis (SSVA) program is conducted to identify specific concerns for each ship based on configuration analysis and validation. This program is the standard for the configuration process and embraces Continuous Maintenance Philosophy. It is used during a Planned Maintenance Review (PMR)/Integrated Logistics (ILR), Operational Logistic Support (OPLS), and Emergent Work evolutions as well as on other Waterfront Operational Logistics Support programs such as Combat System Readiness Reviews (CSRRs). This program enables the ILO/FTSCPAC teams to research and analyze configuration problems more efficiently, because it analyzes all available ship logistics products. SSVA consists of the following:
(a) DC4ILO. This is a comparison of ship's database and extract from Configuration Data Manager Data – Open Architecture (CDMD-OA) with the results being the identification of unique records is each databases.
    (b) Ship Classwide Analysis (SCWA). The SCWA program is a comparison of Ships database and two or more ships in the same class and flight.

    (c) NAVSEALOGCEN COSAL Scheduling Metrics (CSM) Data. This is a comparison of databases with NAVSEALOGCEN's Open Architecture Retrieval System (OARS) "G" and "J" records and 3M/CASREP historical data for each ship.

(d) Ship Critical Equipment List (CEL). This element of the SSVA allows the ship to provide a list of critical or problem systems to ILO/FTSCPAC site for analysis.

(e) Type Commander (TYCOM) N41/N43 Concerns. Logistics, Combat Systems, and Hull, Mechanical, and Electrical (HM&E) Officers from the TYCOM provide ILO/FTSCPAC site with systems that have current problems.

(f) Configuration Overhaul Planning (COP)/Emergent Work. COP data is drawn from CDMD-OA at SOA to verify that previous Planned Adds and Delete records are validated onboard target ship.

(g) Waterfront Operational Logistics Support. This effort consists of using experience of Program Coordinator and SVT of problem systems noted on previous validations of ship classes and applying it to target ship.

(h) 3M Issue APLs versus SCLSIS. This is a comparison of ship's SNAP issue APL records against SCLSIS.

(3) Targeted Allowance Technique (TAT). The output from the SSVA when a new product is requested is the TAT, a new approach to allowances. It starts with the COSAL Scheduling Metrics (CSM). CSM is a web-based analytical tool that provide the information needed by Type Commanders (TYCOM) and Ships Program Managers (SPMs) to forecast which ship will need a new allowance product. The process is a tool used to gauge the readiness conditions, reduce churn, and reduce outfitting costs for a selected number of ships. The content of each ship's report is based on the analysis of allowance effectiveness data as well as material readiness indicators and trends. These reports are key pieces of evidence used by the Allowance Control Panel (ACP) who ultimately decides which ships will or will not receive a new allowance product. The process that addresses whether a ship should get a new allowance product asks two fundamentals questions:

a. Does a ship need a new allowance product?

b. Is the ship's configuration accuracy sufficient enough to warrant a new allowance product?

At the heart of CSM, which is produced by Naval Sea Logistics Center (NLSC), is a "list of COSAL candidate ships". These candidates are ships that appear to have allowance effectiveness problems based on 18 months worth of data which originates from the ship's own SNAP database. Bad effectiveness equates to poor material support.

(4) Installation Reports (IRs). This document lists all equipment added to or deleted from the "SOA" COSAL . The CDM or NSA produces IRs during the availability. The ship will keep IRs in the master copy of the COSAL until the next availability. The IRs are also the document which updates the CDM files and the Weapon Systems File (WSF) at NAVICP-M before production of the post-availability indices.

(5) On board equipment installations, upgrades, or modifications accomplished by other than the NSA (i.e. Alteration Installation/Tiger Teams, other industrial activities, etc.) must be reported to the ILO/FTSCPAC. Installing activities should forward all logistics products such as OPNAV 4790CKs, repair parts, technical manuals, etc., along with ILS Verification List Checksheets to the respective ILO/FTSCPAC Team.

b. Repair Parts Analysis Products

(1) SNAP I ships document repair parts data by reestablishing the Shipboard Uniform Automated Data Processing System (SUADPS) Basic Material File (BMF). SNAP II/III and micro-SNAP ships reestablish repair part allowance data on the Stock Record Files (SRF).

(2) On Board Repair Parts (OBRP). Includes repair parts which meet current allowance criteria as well as new repair part requirements ordered and received during the ILO program. All repair parts will be updated to current NSNs and certified to at least 98.5 percent inventory accuracy. Q COSAL material must be 100 percent onboard or on order.

(3) Outstanding Shortage Requisitions Listing for manual ships. This document contains a list of all outstanding requisitions with the latest status. Follow-up responsibility remains with the ship throughout the entire ILO program process. The FLTILO/FTSCPAC team will provide assistance to the ship in maintaining an accurate outstanding requisition file.

9301   REPORTS

a. Weekly Status Report. A weekly update will be provided to the ship for incorporation into their Situation Report (SITREP). The ILO/PMR update will appear in section seven of the SITREP.

b. The Monthly Progress Report is used to report progress to the ship, ISIC, and TYCOM. This report is designed to communicate essential management data up the chain of command relevant to a particular ship's progress and the cumulative results to date.

c. A Final Status Report is produced at EOA +30 days. The report provides the ship and interested commands with a summary of actions completed and any outstanding requirements that require additional action.

d. A post questionnaire is produced at EOA +90 days and is one of the methods to measure the success of the ILO/ILR and to request comments from the ship's Commanding Officer. Fleet feedback is essential in obtaining data that can be used to improve the ILO/FTSCPAC Program.

9400   BACK-LOAD (if parts were offloaded)

a. Pre-Back-load Briefing. Approximately 30 days before the end of an ILO program assignment, the ILO/FTSCPAC Team will conduct a briefing to discuss pre-back-load requirements that the ship must accomplish before the repair parts back-load if the RAG was not conducted onboard. The Commanding Officer, Executive Officer, Supply Officer, and 3-M Coordinator should be present to ensure full understanding and commitment by all parties involved. The ILO/FTSCPAC Team, along with the ship's Supply Officer, will conduct a repair parts storeroom inspection 30 days before EOA. If the storeroom(s) do not meet requirements for repair parts back-load, the ship will be advised of the required corrective actions. The storeroom(s) will then be reinspected 3 days before the scheduled back-load date. Noted discrepancies may pose a safety hazard to personnel or jeopardize the inventory accuracy during back-load. Therefore, repair parts storeroom(s) not meeting pre-back-load requirements will delay the back-load until all storeroom corrections have been made.

b. Pre and Post Back-Load Validity Checks. To ensure the accuracy of repair part storage locations, the ship's Supply Officer, along with the ILO/FTSCPAC Team, will conduct a pre-back-load validity check in the warehouse. A post-back-load validity check will also be conducted after the material has been stowed on the ship. Validity checks are accomplished as follows:

(1) Using a computer generated location audit sheet (provided by the ILO/FTSCPAC Team) representing the SRCs/BMFs/SRFs and a random sampling of material in location, the MSAT will compare 500 items or five percent of the total line items (whichever is less) against repair parts in

storerooms and report results to the ILO/FTSCPAC team within 2 working days after completion of the validity check. If the pre or post back-load inventory error rate exceeds two percent, the Supply Officer and ILO/FTSCPAC Team will initiate corrective action and advise TYCOM, and Commanding Officer, FLTILOACT/FTSCPAC of the plan of action and estimated completion date.

(2) Compare Allowance Appendix Page (AAP) nameplate data to equipment to make sure added equipment are accurately reflected.

(3) If contractor personnel are employed to accomplish any portion of the off-load or back-load, they will work for, report to, and take direction from the OIC/ROIC, ILO/FTSCPAC Team. There will be no management layers between the ILO/FTSCPAC Team and contractor personnel.

c. Back-load. Back-load is normally accomplished at the first opportunity before Sea Trials. Early back-load is discouraged as it: 1) shifts a greater proportion of the receipt processing and configuration update workload from the ILO/FTSCPAC site to the ship; 2) passes the ILO/FTSCPAC statistical data collection responsibilities to the ship at an earlier date; 3) may generate second destination transportation charges; 4) jeopardizes the security of the material if shipyard work is still in progress. If the Commanding Officer considers an earlier back-load essential, a letter or message request citing complete justification should reach TYCOM no later than 1 month before the requested back-load date. The justification must include certification that all storerooms will be ready in all respects (i.e., all maintenance is/will be completed and no additional access by shipyard personnel will be required).

(1) Repair Parts Back-load. The back-load of repair parts and Maintenance Assistance Modules (MAMs) is one of the most critical steps in any ILO/ILR. The operation must be closely coordinated between the ILO/FTSCPAC Team and the ship. The ILO/FTSCPAC Team will assist the Supply Officer in back-loading the repair parts to the storerooms and the MAMs to the work centers. The ILO/FTSCPAC Team OIC/ROIC will be responsible to make sure back-load is completed with no compromise in inventory validity. The ship is responsible for back-load operations. The Supply Officer and the ILO/FTSCPAC Team will personally supervise the evolution to ensure proper stowage and location of repair parts. For ships receiving repair part analysis by a contractor, the contractor is jointly responsible with the Supply Officer to conduct the post back-load validity check and supervise the back-load operation.

(2) Technical Manual Back-load. When a technical manual analysis is accomplished, the technical manual back-load is no less important than the repair parts back-load. The ILO/FTSCPAC Team and the MSAT who accomplished the technical manual analysis will back-load the manuals to the ship's technical library. With MSAT assistance, the librarian will turn over the manuals to applicable work center LPOs.

9401   ILO REQUISITIONS

a. **The ship must aggressively follow-up on all outstanding TYCOM and NAVSEA requisitions** including submitting AT_/AM_ series follow-up/modifier documents for requisitions without firm status. Reorder canceled or rejected requisitions under new or superseding NSNs when applicable. Requisition cancellation/rejected status of "RG" and "CA" require special attention. "RG"(no onboard allowance) requires SRF allowance type code be changed to AT-6. AT-6 SRF with zero on hand balance will be deleted after running Global Level Setting. "CA"(cancellation message sent) requires message to be reviewed for details and to take appropriate action accordingly. Requisition cancellation/rejection status of CK, CP, CW, DA, and RL received on NAVSEA OPN Outfitting Account funded requisitions should not be processed by ships. FISC Puget Sound should be the only activity receiving this status, however duplicate status is sometimes inadvertently sent to the ship by the last known holding activity. FISC Puget Sound (Code 102) will locally procure material after receiving cancellation status then generate BZ status to the ship after they complete open purchase action. Ships receiving any of the

rejection/cancellation status mentioned above should contact FISC Puget Sound (Code 102) via phone, message or letter. Send requisition cancellation requests to the last known holder for material no longer required.

b. To protect scarce NAVSEA OPN Outfitting Account funds, ships must submit Outfitting Account requisitions per NAVSUP P485 and NAVSEA Technical Manual T9066-AA-MAN-010/MAN (Policies and Procedures Manual, Navy Outfitting Program, Other Procurement Navy (OPN) Outfitting). Outfitting Account requisitions must be submitted to FISC Puget Sound (routing ID "NUV") and processed through Automated COSAL Tracking System (ACTS).

9402   SIM MATERIAL

a. The ILO/FTSCPAC Team and Supply Officer will review the ship's existing SIM repair parts against the new allowances, if one received according to the Weapon System File (WSF) drawdown. SIM material on board that exceeds computed allowances will be identified and records adjusted to prevent erroneous excessing (off-loading) of the material. TYCOM requisitions will NOT be generated to requisition SIM shortages (to high limit) above the allowance quantity. The purpose of the review is to prevent excessing material that will probably compute to SIM once the availability is completed. If SIM material no longer applies to on board equipment due to equipment removal during the availability, the Allowance Type Code changes to AT6 and the material will then be off-loaded as excess.

b. If Planned Maintenance System (PMS) review was performed by the ILO/FTSCPAC team through the Planned Maintenance Analysis Group (PAG), a Bill of Materials (BOM) will be provided representing mandatory repair parts required in support of PMS requirements. This BOM can be used to initially establish SIM at EOA.

c. Consumable SIM material (i.e., rags, toilet paper, copier paper, etc.) will not be off-loaded or reviewed by the ILO/FTSCPAC Team during availability. Management of consumable SIM material remains with the Supply Officer on board the ship.

9403   FUNDING REPAIR PART DEFICIENCIES (Excluding SNAP I)

a. The repair part analysis will identify repair part deficiencies chargeable to TYCOM (ship's OPTAR), NAVSEA OPN Outfitting Account (for newly installed or modified equipment), or APA funded. The ILO/FTSCPAC Team will requisition all storeroom stock deficiencies for the ship. The deficiencies will be categorized in the following COSAL types, and segregated to identify DLRs, Non-DLRs, FLRs, and APA as follows:

（1) HM&E (storeroom items).

(2) MAMs.

(3) Q-COSAL (ships with Nuclear Reactor Plants).

(4) OSI.

b. The ILO/FTSCPAC Team will screen TYCOM shortages against residual asset pools (RAM, CRAMSI, in house assets, etc.) and will requisition remaining shortages once notified by the ship that OPTAR funding is available. The ship should request an OPTAR advance or augment if sufficient funds are not available. The ILO/FTSCPAC Team will automatically order material for NAVSEA funded deficiencies.

c. The FLTILO/FTSCPAC team will provide the ship documentation to update the Material Outstanding File (MOF). SNAP II/Ported SNAP and micro-SNAP ships will receive an SFM-RQF

Transfer tape or diskette to upload the requisitions into the ship's RQF file and reduce the OPTAR balance. The TYCOM requisitions will automatically be included in the ship's next financial transmittal to DAO.

9500   POST AVAILABILITY LOGISTICS SUPPORT (PALS) AND OPERATIONAL LOGISTICS SUPPORT (OPLS) PROGRAMS. The PALS program provides ships that have recently completed availability with a review of configuration and logistics support products. The ILO/FTSCPAC team will review work generated during the availability to ensure it has completely processed through the SCLSIS loop, outstanding actions are completed, and products ordered have been received. The OPLS program provides ships with continuous configuration and logistics support by providing ILO services throughout the ship's operating cycle.

9600   MISCELLANEOUS PROGRAMS AND ILO CHECK-OFF LIST. Refer to the ILO program Check-Off List in Appendix L when preparing to enter the ILO program.

CHAPTER 10

AVIATION SUPPLY

10000   INTRODUCTION

   a. The majority of surface ships are aviation capable in varying degrees. We cannot overemphasize the need for ships' supply personnel to be familiar with the peculiarities of aviation supply support requirements. Listed below are the types of aircraft commonly operating from surface ships:

AIRCRAFT	NAME	MISSION
AH1W (USMC)	SEA COBRA	ATTACK
UH1N (USN)	HUEY	RESCUE/UTILITY
UH1N (USMC)	HUEY	ASSAULT/UTILITY
SH2F (USN)	SEA SPRITE (LAMPS MK I)	ASW
SH-3 (USN)	SEA KING	ASW/UTILITY
HH-46D (USN)	SEA KNIGHT	SEARCH AND RESCUE
UH-46D (USN)	SEA KNIGHT	VERTREP/UTILITY
CH-46E (USMC)	SEA KNIGHT	VERTREP
CH-53 (USMC)	SEA STALLION	HEAVY ASSAULT
RH-53 (USN)	SEA STALLION	VERTREP
MH-53 (USN)	SEA STALLION	MINESWEEPING
SH-60B (USN)	SEA HAWK (LAMPS MK III)	ASW
AV8B (USMC)	HARRIER II	ATTACK

   b. The Supply Officer's responsibilities in maintaining aircraft readiness range from keeping custodial control of aircraft tie-down chains on an DDG to providing the same total support expected at an Air Station on board an LHA/LHD/MCS. Specific aviation supply functions include:

FUNCTION	TYPE SHIP
Stocking Aviation Corrosion Control Material	ALL
Individual Material Readiness List (IMRL) Custodial Control	ALL (except LPH/LHA/LHD/MCS)
Aviation Flight Equipment	ALL
Packup Management	Air Capable Ships without AVCAL
AVCAL Management	LPH/LHA/LHD
Aviation Requisition Management	ALL

10100   TYPE COMMANDER RESPONSIBILITIES. Listed below are responsibilities of each Type Commander regarding aviation supply support.

   a. COMNAVAIRLANT/COMNAVAIRPAC/COMNAVRESFOR/COMNAVSURFLANT/ COMNAVSURFPAC

      (1) Establish aviation supply management policies and procedures aboard surface ships.

      (2) Coordinate the onload/off-load of aviation spare parts.

      (3) Load Interim Supply Allowance List (ISAL) for interim supply support requirements.

b. COMNAVAIRLANT/COMNAVAIRPAC

(1) Make sure adequate allowances are established to maintain maximum aircraft readiness.

(2) Provide expedite assistance for critical aviation requirements (stock and DTO).

(3) Provide funding for corrosion control and aviation repair parts.

c. COMNAVSURFLANT/COMNAVSURFPAC

(1) Schedule and conduct Aviation Supply Management Inspections.

(2) Provide Aviation Supply training and assistance.

(3) Publish guidance on Individual Material Readiness List (IMRL) Management (less LHA/LHD).

(4) Monitor and enforce shipboard compliance with applicable aviation supply instructions.

10200 AVIATION PACKUP. Aviation Supply for Light Airborne Multi-Purpose System (LAMPS) and Vertical Replenishment (VERTREP) Helicopter Detachment Afloat Aviation Pack-up is an allowance of spare aircraft parts designated to support an aviation detachment having organizational level maintenance capability on board ships. CNO determines the number of Aviation Pack-up kits the Air Type Commander can establish based on operational commitments supported by the Weapon Systems Planning Document (WSPD). Primary reference for the management of Pack-up kit is on COMNAVSURFLANT/COMNAVSURFPAC/COMNAVAIRPAC/COMNAVAIRLANTINST 4420.3A.

10300 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL). An AVCAL is the aviation counterpart of the COSAL. It is an allowance of aviation spare parts for a specific ship tailored to the assigned aircraft deckload and the Aviation Intermediate Maintenance Department (AIMD) repair capability. AVCALs have been established for LPH/LHA/LHD class ships and are managed within the AV-207 account by the Aviation Supply Officer (S-6 Division Officer) and assigned Aviation Storekeeper.

10400 NALCOMIS PHASE II. Naval Aviation Logistics Command Management Information System (NALCOMIS) provides Intermediate Maintenance Activity (IMA) with a modern, real time, responsive computer based management information system. Its objectives are to increase aircraft readiness by providing maintenance and supply managers with timely and accurate required in their day-to-day management and decision making process, reduce the administrative burden on the fleet, and improve the quality of upline reported data. Its interfacing capability allows user activities to update SUADPS-RT from NALCOMIS and vice-versa. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B contains NALCOMIS procedures and guidelines.

10500 AVIATION SUPPORT EQUIPMENT (SE). Allowances for Aviation SE on surface ships are published in the Individual Material Readiness Lists (IMRL) which are distributed and managed by COMNAVAIRLANT/COMNAVAIRPAC. Supply Officer responsibilities concerning IMRL management differ depending on ship type.

a. Supply Officers on LHA/LHDs are responsible for requisitioning IMRL deficiencies identified by the IMRL manager who is normally assigned to the AIMD. IMRL deficiencies can seriously affect the AIMDs ability to maintain aircraft, consequently Supply Officers must be aware of IMRL gear status and ensure deficiencies are promptly requisitioned and expedited.

b. Air capable ship Supply Officers are responsible for maintaining custody control of the IMRL material authorized for their respective ships.

10600. MAINTENANCE ASSISTANCE MODULES (MAMs) AND TEST BENCH INSTALLATIONS (TBIs)

a. MAMs are selected avionics systems or test set modules (normally a shop replaceable assembly) which are used either to isolate faults within an avionics system test set ambiguity group, by judicious substitution, or to enable continuous end to end testing within a test program set. A MAM can be interchanged for an installed unit by ordinary modular replacement, without structural disassembly, alteration, or modification. However, MAMs are authorized for use only in a test or maintenance environment and may not normally be installed in an operational unit.

b. TBIs are selected replaceable aircraft assemblies (normally a weapons replaceable assembly) installed in a test bench harness, test set, or test console, that are required in an aviation maintenance shop to accomplish maintenance, test and repair of an aviation system, assembly, or component.

10700   AVIATION CORROSION CONTROL MATERIAL. Maintaining the range and depth of authorized corrosion control supplies is critical to minimizing aircraft corrosion. Corrosion control material for use on aircraft is specified by MIL-SPEC and substitution is prohibited.

10800   AVIATION SUPPLY MANAGEMENT INSPECTION

a. Detailed check-off lists for aviation supply are included in the SMI checklists.

b. Minimum standards forLHA/LHD aviation management:

(1) Inventory Validity

CATEGORY	PERCENTAGE
AVDLR	100
CONSUMABLES	95
ROTATABLE POOL	100
FLIGHT EQUIPMENT/CONTROLLED STORAGE	98

(2) Requisition Validity

CATEGORY	PERCENTAGE
NMCS/PMCS/ANORS/TBOS	100
AWP	98
IMRL	98
OTHER	98

c. Minimum standards for all other surface ships that support aircraft:

(1) Inventory Validity

CATEGORY	PERCENTAGE
AVDLR	100
CONSUMABLES	95

(2) Requisition Validity (valid requirements)   98%

10900   AVIATION SUPPLY REFERENCES. The following publications, manuals, and directives are required for surface ships supporting aircraft as indicated:

a. For LHA and LHDs:

PUB/INSTRUCTION/CD-ROM	TITLE
(1) FEDLOG (CD-ROM)	Federal Logistics Library
(2) NAVSUP P-485, Vol. III	Ashore Supply
(3) NAVSUP P485, Vol. I and II	Naval Supply and Supply Appendices
(4) NAVSUP P568	Automated SNAP I Management Procedures
(5) NAVSUP P484	Supply Afloat Packaging Procedures
(6) NAVSUP P-600 (CD-ROM)	Naval Logistics Library including NAVSUP P-2002D, Navy Index of Publications, Forms and Directives
(7) LIRSH (Contained in FEDLOG)	List of Items Requiring Special Handling
(8) ICRL	Individual Component Repair List
(9) C0001	List of Aviation Publications
(10) C0030 (in NAVICP-P CD-ROM)	NAVICP PHIL NIIN to Packaging Data Cross Reference.
(11) CRIPL	Consolidated Remain-in-Place List
(12) P2300 (in NAVICP-P CD-ROM)	NAVICP PHIL Managed Stock Numbered Repairable Items.
(13) P2310 (in NAVICP-P CD-ROM)	NAVICP PHIL Managed Stock Numbered Consumable Items.
(14) P2320	Source, Maintenance and Recoverability Code Changes
(15) NAC-10	Navy Activity Control Number Cross Reference
(16) FASOINST 13490.3	Naval Aircraft Tire Retread Program
(17) COMNAVSURFLANTINST 3500.4G / COMNAVAIRLANTINST 3500.51H/CFML Order 3500.2H	Readiness Milestones for Amphibious Ships and Embarked Aviation Units
(18) COMNAVAIRLANTINST 4235.11C	U.S. Atlantic Fleet Aeronautical Material Requisitioning Channels
(19) COMNAVAIRLANT/COMNAVAIRPAC-INST 4790.51	Test Equipment/Project Broad Arrow/Aircraft Intermediate Maintenance Facilities out of Service; procedures for reporting

(20) COMNAVAIRLANT/COMNAVSURF-LANT/COMNAVAIRPAC/COMNAVSURF-PACINST 4420.3A	Aviation Supply Support For Light Airborne Multi-Purpose System (LAMPS) And Vertical Replenishment (VERTREP) Helicopter Detachments Afloat
(21) COMNAVAIRLANT/COMNAVAIRPAC-INST 4440.1B	Supply Operation Manual
(22) OPNAVINST 4614.1F	Uniform Material Movement and Issue Priority System (UMMIPS)
(23) COMNAVAIRLANTINST 5230.6	(COMNAVAIRLANT AN/UYK-65(V) Automation Data Processing Standards Manual)
(24) COMNAVAIRLANTINST 10127.5B/ COMNAVAIRPACINST 10127.1B	Issue, Custody and Return of Flight Clothing and Flight Operational Equipment
(25) COMNAVAIRLANTINST 13650.1D	IMRL – Individual Material Readiness List Program)
(26) COMNAVAIRLANTINST 13700.15B	Aircraft Engine Management, Distribution and Reporting System)
(27) OPNAVINST 4790.2E (CD-ROM)	Naval Aviation Maintenance Program

b. For all other air capable ships:

INSTRUCTION	TITLE
COMNAVAIRLANT/COMNAVSURFLANT/ COMNAVAIRPAC/ COMNAVSURFPACINST 4420.3A	Aviation Supply Support for Light Airborne Multi-Purpose System (LAMPS) and Vertical Replenishment (VERTREP) Helicopter Detachments Afloat
OPNAVINST 4614.1F	Uniform Material Movement and Issue Priority System (UMMIPS)
COMNAVSURFLANTINST 13650.1D	Management and Control of Individual Material Readiness List (IMRL) for Air Capable Ships

10950   AVIATION SUPPLY TRAINING AND ASSISTANCE. Obtain training or assistance in any area of aviation supply by contacting the TYCOM Aviation Supply Officer. For ships managing an Aviation Packup, TYCOM representatives will conduct training and provide assistance, as required, during the onload process. LAMPS and VERTREP ships are required to have a Supply Corps Officer and an appointed, designated Storekeeper complete the 2-day aviation supply indoctrination course provided by TYCOM (schedule of classes are provided quarterly by message).

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CHAPTER 11

FOOD SERVICE

11000   MANAGEMENT

a. Management Assistance. Ships and units should seek assistance of supply personnel in the Regional Support Groups/Afloat Training Organization, and TYCOM staff, as required. In addition, Navy Food Management Teams will provide assistance upon request.

b. Cross Training. Food Service Officers shall make sure a continuous training program is instituted and training conducted to cross train MS personnel in both General Mess and Wardroom Mess operations. Ships should implement an adequate job rotation.   Highly recommend and encourage qualifying more than one person for financial records keeping.

11100   NAVY FOOD MANAGEMENT TEAMS. Navy Food Management Teams are available to assist ships in raising the quality of food preparation, service, menu planning, economy, and efficiency of general/private messes. Navy Food Management Teams are assistance teams, not inspection teams. There is no report of discrepancies or areas requiring attention to higher authority. NAVSUP P-486, Vol. I, Appendix J outlines the mission of the teams and procedures for requesting visits. All ships and units with food service operations are encouraged to schedule a team visit every 24 months.

11200   SUBSISTENCE. Maintain stock levels prescribed by the Logistics Annex of CINC Operation Order 2000. (For NAVSURFPAC units only) To determine ship's required endurance levels, refer to P-486 Appendix D and CINCPACFLT OPORDER 201.

11201   RECEIPT OF SUBSISTENCE

a. Under the Prime Vendor Subsistence initiative, the Army Veterinary Service stamp is no longer required for subsistence delivered under an authorized contract. A Medical Department representative must still inspect all subsistence items received to ensure proper temperatures and satisfactory sanitary conditions. However, Army Veterinary Service personnel will conduct periodic cursory pier inspections. Send any item recommended for rejection during these inspections back to the vendor for replacement. (For NAVSURFLANT ships only) Units receiving subsistence under the Prime Vendor program should request periodic "Routine Inspections" by Army Veterinary Service personnel.

 b. Bulk Storeroom custodian may serve as the receipt inspector in the absence of the Food Service Officer and authorized in writing by the Commanding Officer.

11202   FOREIGN SOURCE FOODS

a. The U. S. Department of Agriculture (USDA) is charged with enforcing the stringent regulation of the Code of Federal Regulations (CFR), Title 7, Parts 319 and 330, Plants and Plant Products, and Title 9, Part 94, Animal and Animal Products, regarding the entry, via ship or aircraft of foreign source foods into the United States, its territories, and possessions. "Foreign source" means any country or port outside CONUS and Alaska, except Canada.

b. In addition to the above regulations, United States Navy ships and units will strictly follow the guidelines in SECNAVINST 6210.2A.

c. Prior planning is essential to avoid surveying excess foreign source foods. Only purchase foreign source foods that can be consumed before entering the U.S., its territories, and possessions.

d. To prevent any misunderstanding with USDA inspectors at ports of entry, comply with the following guidelines:

    (1) Consume or dispose of all foreign meats or meat products, to include fish and poultry, before returning to U.S. Ports. Proper planning should keep this action to a minimum.

    (2) Consume or dispose of all fresh fruits and vegetables procured in foreign ports before returning to U.S. Ports.

    (3) Consume or dispose of all milk and milk products, to include eggs of foreign origin, before returning to U.S. Ports.

    (4) Cooperate fully with the USDA inspectors. The decisions of the USDA inspectors are final.

    (5) All spaces where foreign food products have been stored must be free from all foreign matter before returning to U.S. ports.

11203   GARBAGE GENERATED FROM FOREIGN SOURCE FOODS. NAVSUP P-486, U.S. Code of Federal Regulations 330.400, and the USDA have stringent regulations about the entry, via ship or aircraft, into the United States, its territories, and possessions, of garbage generated from foreign source foods. "Foreign source" means any country or port outside CONUS and Alaska, except Canada. Follow the below listed guidelines to comply with regulations and to prevent any misunderstanding with USDA inspectors at ports of entry for Navy ships and aircraft:

a. Dispose of all "wet" garbage, as defined in paragraph 11800, from messes, galleys, and sculleries, regardless of source, before entry into the contiguous zone (12 nautical miles (NM)) of U.S. Ports.

b. Dispose of any garbage, regardless of source, generated within the contiguous zone to port by one of the following methods:

    (1) Cook by steam or other heat source in a shore-furnished container (Dumpster type) for a minimum of 30 minutes at 212 degrees Fahrenheit or higher, followed by landfill burying.

    (2) Incinerate in an Environmental Protection Agency approved incinerator.

    (3) Grind and flush to a USDA approved sewerage system.

11204   SALE OF MEALS DURING DEPOT MAINTENANCE. Credit sale of meals to personnel on ships during depot maintenance results in an administrative burden and is prohibited. All meals sold from the General Mess on ships in ROH must be paid for on a cash in advance basis. Use the cash meal payment book (DD Form 1544) as specified in NAVSUP P-486 to record cash payment transactions. Collected cash either by advance sale of meal tickets or directly from authorized personnel as they enter the General Mess. This policy applies to enlisted personnel receiving COMRATS and other personnel authorized in NAVSUP P-486. It does not affect enlisted personnel receiving ration entitlement in kind or Wardroom members authorized to subsist from the General Mess.

11205   SURVEYS. Carry out surveys as instructed in NAVSUP P-486 with the following additions:

a. When survey recommends disposal of food, a witness shall actually observe the disposition. This individual will not be in the Supply Department Chain of Command and will be an E-7 or above.

b. The witness will sign a statement in the remarks block of DD Form 200 validating that disposal actually occurred.

c. When survey recommends unfit for human consumption a signature of medical representative is required.

d. For all DD Form 200 surveys, follow NAVSUP P-486, paragraph 6001.A.7. The Supply Officer will provide an expenditure number for the DD Form 200 per NAVSUP P-485, paragraph 5001. Make sure a copy is sent to TYCOM.

11206   VISIT, BOARD, SEARCH, AND SEIZURE (VBSS) DETAINEES/DESTITUTE SURVIVORS. NAVSUP P-486, VOL I, CH 1, par. 2000, identifies all personnel entitled to Rations-in-Kind. Detainees, foreign or domestic, because of search and seizure boarding, are entitled to Rations-in-Kind at government expense. Ships scheduled for operations where detainee/survivor feeding is likely should review the Lessons Learned contained in the Navy Tactical Information Compendium (NTIC Series A) database held in the ships Naval Warfare Publication Library. These lessons from past operations contain useful information concerning feeding methods and recommended additional foodservice and sanitation supplies.

11300   WARDROOM/PRIVATE MESS

a. Private Messes are not encouraged but are authorized if supported in ship's manning document and overall percentage of Mess Management Specialists assigned. The recommended formula for determining assignment of personnel is:

(1) Wardroom Mess equals 1 MS per 15 Officers and FSAs will equal 12 percent of officer population.

(2) CPO Mess equals 1 MS per 75 CPOs and 1 FSA per 15 CPOs.

Note: Administer Wardroom and Chief Petty Officer's Messes per NAVSUP P-486, Vol. II.

b. Sanitation in the wardroom mess and related spaces will be the responsibility of the Wardroom Mess Caterer and the MS/rotational pool personnel assigned to the wardroom. Food service sanitation in both general mess and private mess operations will be included in the ship's MS cross training program. Overall responsibility for food service sanitation remains with the Supply Officer. Sanitation standards will apply equally to all shipboard messing operations.

c. Sell milk, juice, assorted fruits, and full container condiments, when provided in bulk form to a wardroom or private mess subsisting from the General Mess, as a bulk sale of food. This includes pastries purchased from an outside source. Sell all other bakery products at the fixed price listed for sale of Galley Produced Bakery products.

11301   SALE OF MEALS TO OFFICERS SUBSISTING FROM THE GENERAL MESS. Officers subsisting from the General Mess are required to pay for three meals per day for each full day at sea whether food is consumed or not. On days of getting underway or entering port, officers will pay for all meals served while underway and for meals actually consumed in port. Charge all subsistence items served outside normal meal hours as bulk sales. Officers in ships without a wardroom mess who are appointed to sample meals served in the General Mess will pay for those meals if full rations vice samples are consumed as prescribed in NAVSUP P-486, Vol. I, paragraph 8400. Private Messes that subsist from the General Mess must maintain all applicable records per NAVSUP P-486, Vol. II.

11400   CAPTAIN EDWARD F. NEY MEMORIAL AWARD

a. <u>Program Guidance</u>. NAVSUP Code 51 publishes NEY Award Program guidance annually in NAVSUPINST 5061.2AB.

b. <u>Selection of Candidates</u>. (NAVSURFPAC ships only) The top three ships in each competitive category receiving the highest score based on the first SMA/SMI look will qualify for the competition.

11500   <u>SANITATION</u>. Comprehensive sanitation procedures are stated in NAVSUP P-486, Vol. I, NAVSUP Pub 421 ("Food Service Operations"), NAVSUP 520 ("Messdeck Master at Arms Handbook"), and NAVMED P-5010 ("Manual of Naval Preventive Medicine"). Navy Environmental and Preventive Medicine Units and Food Management Teams provide additional educational services and training.

11600   <u>FOOD SERVICE AND GALLEY EQUIPMENT REPLACEMENT</u>. A systematic program for replacing worn, obsolete, unreliable, insupportable or unsuitable equipment must be established to identify requirements for scheduling replacements, developing budget justifications, and facilitating early procurement of long lead time materials or equipment's. Supply Officers and Food Service Officers must:

a. Review food service and galley equipment to determine reliability, supportability, maintainability, and conformance to sanitation requirements.

b. Develop and prioritize listings of items that require replacement and incorporate requirements into the phased replacement program and the ship's annual financial management plan. Include computer hardware in these considerations.

c. Prepare an OPNAV 4790/2K requesting IMA evaluation of the condition, maintainability, reliability, etc., of the equipment and determine if the IMA concurs in the need for replacement.

d. If the IMA supports the replacement and equipment removal/ installation can be accomplished solely by ship's force maintenance personnel, funding is generally from ship OPTAR.

e. If the IMA supports replacement and the removal/installation cannot be accomplished without IMA or Industrial assistance, prepare an OPNAV 4790/2K requesting "replacement in kind" instead of repair, citing IMA or other (i.e., INSURV, Food Management Team, etc.) recommendations for replacement. IMA ROV funds pay for this equipment.

f. If the ship is scheduled for overhaul within 1 year, determine if a SHIPALT is scheduled for accomplishment during overhaul. Whether or not such an alteration exists, make sure the requirement to replace the equipment is documented in the ship's CSMP and during the POT&I. Follow-up to make sure that replacement action is included in the final overhaul package approved at the Work Definition Conference either as a SHIPALT; or, for installations beyond ship's force capability, as a separate job identified for shipyard accomplishment.

g. Update CSMP files with additional deferrals and completed maintenance actions as appropriate.

h. Per NAVSEAINST 4441.2A, report all equipment changes using the ship's Configuration Change Form, OPNAV 4790/CK.

11700   <u>PLASTICS/SOLID WASTE MANAGEMENT</u>

a. Marine Plastic Pollution Research and Control Act (U.S. Public Law 100-200) implemented Annex V of the International Convention for the Prevention of Pollution from Ships. The Navy Environmental Protection and Natural Resources Manual, OPNAVINST 5090.1B, OPNAVINST

5100.19C and for NAVSURFLANT commands, CINCLANTFLTINST 5090.2, provide specific policies and procedures for overboard discharges into the marine environment.

b. Trash compactors on board ships provide some relief to the management, control, and storage of shipboard solid wastes. Trash compactors serve the following purposes:

    (1) To compact non-plastic paper, cardboard, etc. for overboard discharge

    (2) To compact dry, non-contaminated plastics for storage pending transfer ashore

    (3) To compact and store recyclable items (i.e., aluminum cans, computer paper, and cardboard). Ships should incorporate using this equipment into their waste management instruction.

c. Trash (Non-Plastic). Non-plastic trash includes cardboard, paper, metal cans, aluminum cans, etc. If a trash packer/compactor is available, negatively buoyant compacted trash packages may be discharged beyond 25 NM. If a pulper is available, it may be used for processing and discharging paper and cardboard items for overboard discharge beyond 12 NM from any U.S. coastline. Do not discharge any trash within 25 NM of any foreign shore. In all cases, discharges must be negatively buoyant. All trash must be screened for hidden plastics before discharging overboard (i.e., milk cartons contain plastic liners).

d. Garbage (Food Waste). Ships should remove as much food waste as practical from plastic, cardboard, and paper packaging, then use garbage grinders or pulpers for food waste disposal. Ships may discharge food processed through a garbage grinder if beyond 3 NM from U.S. shore or 12 NM from foreign shores. Food wastes should not be stored on the ship.

e. Wet Garbage (i.e., napkins, cardboard, etc.) may be discharged as trash (non-plastic), as specified above, using a wet strength paper bag (30 gal wet strength bag is NSN 8105-01-284-2924).

f. Plastics (Non-Food Contaminated). All dry, non-contaminated plastics should be compacted, baled, and held for transfer ashore. Unless compelling reasons related to health and safety apply, ships must hold non-food contaminated plastics a minimum of 20 days for transfer ashore. If discharges are necessary, they must be at least 50 NM from any shoreline, negatively buoyant, and reported per CINCLANTFLTINST 5090.2.

g. Plastics (Food Contaminated). Food contaminated plastic is authorized for overboard discharge provided it is negatively buoyant and discharged at least 50 NM from any shoreline. Only the last **3** days of food-contaminated plastics generated during continuous underway operations must be stored on board for transfer ashore.

h. Plastics Processor

    (1) Waste Allowed in Processor. Anything with a plastic component including bottles, food containers, bags, and meat wrappers. Certain plastics; i.e., foam mattresses, wire/cable and linoleum tile do not benefit if processed.

    (2) Waste to Avoid Processing in Plastics Processor

        (a) Any bottle or can containing flammable liquids or gasses.

        (b) All aerosol cans.

        (c) All glass items including bottles, jars, and plates.

        (d) Any loose food - the more food processed the more intensive cleaning required.

(e) Any loose paper and cardboard products.

(3) Operating Personnel Protective Equipment

(a) Heavy duty gloves for protection against sharp plastic, glass or metal objects. NSN: 8415-01-158-9448.

(b) Safety glasses (SWS) required. NSN: 4240-01-140-0282

(c) Leather apron required. NSN: 8415-00-082-6108

11800 FOOD SERVICE RETURNS

a. (NAVSURFLANT units only) Mandatory record reviews, by ATG Food Service SMI Team are required during the months of January, April, July, and September. Monthly audits are highly recommended. "After the fact" reviews are authorized for commands upon return from deployment . Contact your local ATG team to schedule.

b. (NAVSURFPAC units only) Records reviews are available upon request.

c. FSO must review and sign NAVSUP 1090 after date of completion.

11801 RETAINED FINANCIAL RETURNS. For future audits and assessments, retained quarterly financial returns will be assembled and filed as follows:

(1) NAVSUP 1359	General Mess Summary Document
(2) NAVSUP 367	Record of Receipts and Expenditures
(3) NAVSUP 1059	Stores Consumed Report
(4) DD FORM 200	Financial Liability Investigation of Property Loss
(5) NAVSUP 1334	Expenditure Log (Loss w/o Survey)
(6) DD FORM 1149	Receipts with charge (from ship's store)
	Receipts w/o charge (from other FSO)
	Transfer with reimbursement
	Transfer w/o reimbursement
(7) Relieving Inventory	
(8) Inventory Adjustment Documents	
(9) NAVSUP 338	General Mess Control Record
(10) NAVSUP 1046	Sales of General Mess Meals
(11) DD FORM 1544	Cash Meal Payment Book (completed sheets)
(12) Sale of bulk food supporting documents (bills)	

Maintain receipt documents, DD Forms 1155, and contract purchase receipts in separate folders with FSM receipt print out. Also maintain hardcopy STORES receipt report with vendor invoices.

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CHAPTER 12

SHIP'S STORE

12000   <u>INTRODUCTION</u>. The ship's store is a convenient, reliable source for items necessary in day-to-day living at the lowest practical price. It also generates funds for the Morale, Welfare and Recreation (MWR) fund. Procedures in this chapter supplement NAVSUP P-487.

12100   <u>ASSISTANCE</u>. Refer questions concerning policy to TYCOM for resolution. NEXCOM Fleet Assistance Teams and AFLOATRAGRU (ATG)/Supply Management Inspection (SMI) Teams are available to visit ships that require assistance. This assistance is available upon request.

12200   <u>SHIP'S STORE RETAIL AND SERVICE EXCELLENT AWARD</u>

a. The Ships Store Retail and Service Excellent Award Program sponsored by COMNAVSUPSYSCOM and NEXCOM was introduced in 01 October 1999. This program replaces the Ships Store Best Sales and Service Award, a competitive award that requires multiple redundant inspections, with a new program that eliminates multiple inspections and recognizes contributions of the Ship's Serviceman personnel to the quality of life of the afloat sailor and marine.

b. <u>Program Guidance</u>. Guidance is in NEXCOMINST 4067.5G.

c. Selection.

(1) Each TYCOM establishes an SMA/SMI schedule for their ships. If a ship meets the qualifying benchmarks noted in NEXCOMINST 4067.5G, the ship will be evaluated for the Excellence Award during SMI.

(2) The award is not a competition between ships but an evaluation of ship's performance against fixed set of performance criteria. If the ship meets the criteria, NEXCOM will notify the ship and their TYCOM of the Excellence Award with 8 weeks of the evaluation to permit the recognition of Ship's Servicemen in a timely manner.

(3) If the ship has met the qualifying benchmarks noted in NEXCOMINST 4067.5G, a joint TYCOM/NEXCOM team will conduct the Retail and Service evaluation as part of the scheduled SMA/SMI visit.

(4) At the end of the fiscal year, all ships that received an Excellence Award during the fiscal year will be reviewed and the one ship by each Hull type that had the highest overall score will be designated as the "Best of Class".

12300   <u>AUDITS OF SHIP'S STORE OPERATIONS</u>. The Sales Officer must continuously audit all aspects of the retail and service operations. The Sales Officer's Daily/Weekly Checklist (Figure 12-1), Sales Officer's Monthly Checklist (Figure 12-2), and Supply Officer's Monthly Checklist (Figure 12-3) are a recommended internal audit program. Based on this internal audit program, Sales Officers should prepare weekly schedules of audits. Maintain and use records of completed audits when submitting the monthly Ship's Store Management Report to the Commanding Officer. This report should include information on discrepancies found during audits and steps taken to correct problems. NAVSUP P-487, Appendix F details this report.

12400   <u>MANAGEMENT OBJECTIVES</u>. The Sales Officer must manage resources in a manner that achieves an optimal balance of accountability and service. Follow the management objectives outlined in NAVSUP P-487, Appendix F and use them as a guide in achieving the desired operating results. Key objectives are as follows:

a. Provide service to the crew to maintain high morale.

b. 1.33 stock turns per accounting period is recommended, however, a 4.0 stock turn per fiscal year is required.

c. Eliminate excess and dead stock from inventory.

d. Maintain 90-day load of necessity items.

e. 100 percent price validity.

f. 100 percent bulk inventory validity.

g. Maintain recommended profit ranges for sales outlets and provide funds to MWR.

12401   STOCK TURN. A minimum stock turn of 4.0 per year is required. The following rules apply:

a. The accounting period is 4 months long.

b. The maximum inventory allowed is a 3-month supply of ship's store and standard Navy clothing stock. Ideally, the inventory should be expended one and one-third times during each accounting period. (NAVSURFLANT units only) A stock turn of 1.33 per accounting period will result in a cumulative stock turn of 4.0 per year. Stock turn for SMA/SMI purposes will be determined using the last three completed accounting period. If stock turn (1.33) is not attained in two consecutive accounting periods, a letter report to the TYCOM is required. The letter will include action taken or in progress to improve the ship's store stock turn ratio. (NAVSURFPAC units only) If a cumulative stock turn of 4.0 is not attained for the current and preceding two accounting periods, a letter report to the TYCOM is required. The letter will include action taken or in progress to improve the ship's store stock turn ratio.

c. NAVSUP P487, par. 3305.2 details the manual computation of stock turn.

12402   SHIP'S STORE OPERATION

a. In selecting a Ship's Store Operator, the Ship's Store Officer will make sure the prospective Ship's Serviceman is not in personal financial difficulty, is trustworthy, knowledgeable in all aspects of his or her job, aware of his or her financial accountability, and preferably a Petty Officer Third Class or above.

b. The Ship's Store Officer will inform the crew that operating a resale activity outside of the ship's store operation and that the sale of personal articles in or through the ship's store for the account or profit of any civilian or person in the naval service is strictly prohibited.

c. An adequate number of back-up cash register(s) should be available in the event primary cash register(s) become inoperative. Repair inoperative cash registers as soon as possible using O&MN funds.

d. The Ship's Store Officer will include in the ship's supply instruction a program dedicated to the verification of the validity rate of bulk storeroom stock when separate accountability procedures are in force. This instruction will include as a requirement that a minimum of 5 percent of the total line items per week are inventoried in the bulk storeroom and verified against the quantity indicated on Stock Record Cards (NAVSUP Form 464). Differences between bulk storeroom inventories and Stock Record Cards will be immediately investigated and corrective action taken. Bulk validity checks must be on file.

e. The Ship's Store Officer will include in the ship's supply instruction a program dedicated to ensuring correct prices are marked on each item in the retail outlets. This instruction will require that at least 25 line items of retail prices per week are verified against prices indicated on the Stock Record Cards (NAVSUP Form 464). Differences will be immediately investigated and corrective action taken. See NAVSUP P-487, paragraph 2104. Price verification must be on file.

f. The stock record master list without inventory quantities will be available to all accountable custodians.

12403   ASSIGNMENT OF ACCOUNTABLE PERSONNEL

a. Before making assignments of personnel to accountable duties, the Sales Officer will make sure that personnel being assigned are thoroughly indoctrinated in the specific duties of the position. Cash handling procedures, security of spaces, correct receipt and inspection procedures, and the seriousness of the responsibilities must be emphasized. Job Qualification Requirements (JQRs) for the assigned billet must be completed and entered in the service member's service record. Assignment of the cash collection agent must also be in writing. (NAVSURFLANT ships) Job Qualification Requirements (JQRs) are available on request from TYCOM/ATG.

b. To maximize accountability, do not assign the same person to more than one of the following accountable duties:

(1) Retail store.

(2) Vending machines.

c. The same person should not be in charge of the same accountable space for more than 8 consecutive months. This does not prevent rotation of a person from one accountable activity to another. When necessary, the Supply Officer may authorize, in writing, a person to operate more than one retail outlet, or to remain in charge of an accountable space for a period exceeding 8 consecutive months. Keep a copy of the authorization letter in the accountable officer's Letters of Authority file.

12404   MULTIPLE OUTLET OPERATORS. Due to the size of operations on board some ships, all units may use more than one operator per Retail Outlet. However, use of multiple operators is highly discouraged. Discretion should be used to reduce the number of operators within each operation to the minimum required to meet the workload demands. Ships may not use multiple bulk storeroom operators.

12405   THREE TIER PRICING POLICY. The overall sales profit range is 12 to 15 percent. For toiletries, sundries and commercial uniform items NAVSUP P-487, paragraph 2100 mandates a 6 percent markup. For cigarettes, the CNO has issued guidance that ships store prices will match the Navy Exchange price in the ship's homeport. NEXCOM Ships Store Program issues price guidance as required. For other departments, the recommended markup is 15 percent except for drink vending machines that have a 40 to 55 markup. Markup tables are included in NAVSUP P-487, Appendix I.

12406   SHIP'S STORE EXCESS STOCK. Ships will forward a listing of excess stock to the TYCOM and other ships (within the same TYCOM) in the local area, showing the description and quantity of excess stock. The list will not include emblematic items, but will include date of pack for photographic film, confections, food and fountain products, tobacco products, batteries, and other perishable items. The list will highlight luxury item excesses indicating style change obsolescence where appropriate. Do not accept transfers that place the receiving ship in an excess inventory position.

12407   SANITATION REQUIREMENTS

a. The Medical Officer must approve and sign sanitary regulations for all service activities (barbershops, laundry, and retail outlets). Post them in all applicable spaces.

b. Barbers, retail operators, and laundrymen will immediately report any skin condition and will be cleared by the Medical Department before returning to work in their respective spaces. This includes any suspected exposure to ailments or diseases.

c. Place all laundry products used in the laundry in closed containers and maintain them as far away from dampness as possible to protect laundrymen from dangerous conditions arising from fumes or chemicals.

d. Dry cleaning equipment operators must receive a physical examination from the Medical Officer before assuming duties, and annually thereafter.

e. Each barber must receive a physical examination from the Medical Officer before assuming duties, and annually thereafter.

f. Each barber must have a sufficient supply of tools to allow proper sanitation between customers.

g. Immerse scissors, combs, and razors in a disinfectant, germicide, and fungicide solution before use on the next customer. The approved solution is 10 per cent Barbicide-brand disinfectant and 90 percent water. Change the solution as needed, no less than daily. Clean and spray electric hair clippers and blades with Clippercide-brand disinfectant between uses.

h. The Sales Officer or Supply Duty Officer will conduct a daily sanitation inspection of ship's store spaces.

i. Food is not allowed in ship's service spaces at any time (other than retail merchandise).

j. Each trash receptacle will be covered.

12500   SECURITY FOR ACCOUNTABLE SPACES (GROUP III). Group III spaces consist of any space that contains ship's store merchandise or funds. This includes bulk storerooms, sales outlets, vending machines, amusement machines, change machines, and cash handling offices. Two locks are required on Group III spaces. Use a keyless combination padlock (NSN 5340-00-285-6523) and a dead bolt door lock on all doors leading into Group III spaces. Where dead bolt door locks are impractical, a high security hasp and key type padlock with shrouded shackle will be installed in addition to the keyless combination padlock to secure all Group III spaces.

12501   ADDITIONAL SECURITY REQUIREMENTS. In addition to the security requirements in NAVSUP P-487, paragraph 1201, the following are required:

a. Change combinations to keyless padlocks every six months and upon relief of the Sales Officer and/or the responsible custodian.

b. All hasps used on group III spaces will be made of case hardened steel that cannot be cut with a bolt cutter or hacksaw and must be installed with tamper-proof bolts or welded. Pop rivets are prohibited.

c. Configure all storerooms so that only the accountable custodian has access.

d. Reinforce wire mesh bulk storeroom bulkheads with hardened steel or sheet metal from inside of the bulk storeroom.

e. The working keys to group III spaces will be in an individual, glass-fronted locker when securing the space for the day. The locker will be located in the Sales or Supply Office. The operator will maintain a key to the locker at all times. If multiple operators are assigned, the Sales Officer or designated individual, other than the operators, will maintain the key and a car seal will be used. The second key will be in a signed, sealed envelope in the Sales Officer's safe.

f. A ship's security bill delineating security measures and instructions if a break-in occurs is required for retail spaces. The bill must include procedures to follow when the alarm sounds.

g. Retail spaces, visible bulk storerooms, and adjacent passageways must be well lighted at all times. Remove high-cost and highly attractive items from sight before securing accountable space at end of workday.

h. Secure any window capable of opening with an inside padlock. Secure the duplicate key in a sealed envelope and keep the envelope in the accountable officer's safe.

i. Display windows, outside display cases, and similar ship's store surfaces will be wire-reinforced glass or Plexiglas at least 3/8 inch thick. This requirement may be waived for new construction ships accepted by the Navy at delivery.

j. The ship's roving security patrol will check ship's store accountable spaces at varying intervals and sign the security log. This log will contain columns for date, time, pertinent remarks, and signature of the security patrol. Training for the roving patrol will include indoctrination into the types of discrepancies that must be reported. The Duty Supply Officer should randomly inspect all accountable spaces at least once per duty day after normal working hours.

k. Supply and Sales Officers will make sure all ship's store spaces, once secured for the day, remain secured and are not used for personal reasons. Personal belongings will not be stored in ship's store spaces. After working hours, if business warrants reentering a ship's store space that has been secured, personnel will first obtain authorization from the Sales Officer, Duty Supply Officer, or the Supply Officer.

l. Each installed dollar bill changer will be safeguarded with a wire mesh cage or lockable restraining bar across the coin box area, and will be placed in a well lighted, high traffic area.

m. The Stock Record Master List and Retail Operations Management (ROM) system daily backup will be securely locked and accessible to only the records keeper and Sales Officer or designated assistant.

n. Keep ROM backup tapes and/or floppy disks in the Sales Officer's Accountability File (SSA-21), except for daily backups. The ROM Terminal User's Guide provides procedures for maintaining the ROM backup tapes/floppy disks.

o. When using dollar bill acceptors in vending machines, secure the acceptor with a hasp and lock. The key to this lock will be in custody of the person making collections.

12502 <u>SECURITY FOR SERVICE SPACES (GROUP IV</u>). Group IV spaces consist of barbershops, laundry, dry-cleaning plant and tailor shops. No cash sales or transactions are made through service activities. Each Group IV lock will be opened by an original key different from the key to any other space. NAVSUP P-485, paragraph 1118, and NAVSUP P-487, paragraph 1203 contain guidance for these areas.

12503 <u>ROM SYSTEM SECURITY</u>. Adhere to the following security procedures to in managing the ROM system:

a. The ROM Security Manual (Appendix F of the ROM Terminal User's Guide), ROM software implementation and update disks, all system back-ups, accounting period back-up, and monthly back-up tapes will be maintained in the Sales Officer's safe along with the hard copy of an updated Security Access Rights List.

b. Only the Sales Officer or designated assistant will have access to function 15 of the master menu.

c. Perform backups at least daily and keep back-up tapes under the records keeper's lock and key custody.

d. Run weekly reports at the end of the business week for the following: NAVSUP Forms 977,978,235,980, and Master Stock Record List (NAVSUP 464). Review these reports and save forms for that current accounting period.

e. Forward all ROM trouble reports to the TYCOM.

12600   SHIP'S STORE STOCK. Errors in both range and depth of stock selection can ruin a ship's store financial well being and have long term negative effects on customer service and contributions to the ship's Recreation Fund. A conservative approach to stocking is normally appropriate. Reorder and restock regularly and avoid large inventories. The stocking guidelines contained in this instruction and NAVSUP P-487 are based on many years of experience and lessons learned. DO NOT exceed these limits without TYCOM approval. Limit stock items to those necessary to meet the personal day-to-day living requirements of the crew plus those luxury or gift items authorized by NAVSUP P-487. To maintain tight inventory control and to meet the required stock turn each accounting period, do not have excessive quantities of ship's store stock on-hand. TYCOM strongly recommends a 90-day stock level of necessity items at all times unless the ship is in the shipyard or has TYCOM authority to reduce its endurance load.

12601   BASIC STOCK. Stock these items in all ship's stores at all times. All ship's stores should follow the mandatory stocking plan contained in NEXCOM Publication 81.

12602   EMBLEMATIC ITEMS

a. Emblematic items include ship's ball caps, lighters, T-shirts, Christmas cards, and all other items sold with the ship's name, crest, or logo affixed or printed on them. Give careful attention to the procurement of emblematic items. The total dollar amount of emblematic items should not exceed 15% of the total ship's store authorized inventory at cost value. Dollar values over 10% should be considered a warning that closer management attention is required. Emblematic items do not have any sales potential outside the individual ship's store. Excesses should be identified and deep markdowns taken on them to expedite sales.

b. Per NAVSUP P-487, paragraph 3101, the senior Supply Officer must sign all purchase orders for emblematic items. Before signing a purchase order, the senior supply officer will determine if the quantity ordered would cause emblematic to be in excess of the 15% level. Ships placing orders exceeding 15% of the total ships store inventory at cost will submit requests with complete justification for exceeding the 15%. (NAVSURFLANT ships only submit via TYCOM)

c. Procure emblematic items only from sources listed in the ship's store afloat catalog and ship's store contract bulletin.

d. Forward requests to stock emblematic items (ship's plaques, etc.) with complete justification to NEXCOM with a copy to the TYCOM. A special DD Form 1155 will be prepared as outlined in NAVSUP P-487, paragraph 4202. Before approving additional items for stock, NEXCOM will consider the ship's stock turn record and current inventory position and call the TYCOM for final approval.

e. Make issues to ship's use of emblematic items per NAVSUP P-487, paragraph 7322.

f. Upon (NAVSURFPAC units) written or (NAVSURFLANT units) written or verbal approval from the Commanding Officer, emblematic items may be sold to the public during authorized ship tours and VIP visits. Process sales not made directly through the Ship's Store using a cash register and following normal cash collection procedures.

12603   FOREIGN MERCHANDISE. Maintain strict controls according to NAVSUP P-487, paragraphs 3200-3225, to prevent overstocking foreign merchandise. The Supply Officer will sign all purchase orders for foreign merchandise. Use a separate department code (F8) on foreign merchandise stock record cards for easy identification in ROM. Expend all foreign merchandise from ship's store stock before entering U.S. territorial waters.

12604   SPECIAL ORDERS. The Sales Officer should actively promote special orders. They are a means to expand the variety of merchandise available to customers and increase profits without expanding inventory. NAVSUP P-487, paragraphs 4300-4302, outlines required procedures. Overseas units should encourage use of the Armed Forces Exchange Catalog as well.

12700   RECEIPTS. A designated receipt inspector for quantity and quality upon delivery will inspect all ship's store merchandise. The receipt inspector will annotate on the receipt document the quantity received if the merchandise quality is satisfactory. The inspector will also annotate the case or carton with the receipt date and stock number. Do not accept unsatisfactory merchandise. The responsible custodian must stamp and sign all pages of a receipt document.

12701   RECONCILIATION OF SHIP'S STORE PURCHASE ORDERS

a. The Sales Officer is responsible for reviewing ship's store reconciliation letters. The Sales Officer is also responsible for reporting receipts and expenditures and ensuring dealer's bill submitted to DFAS OPLOC for payment accurately reflect quantities and qualities of ship's store stock received. Take prompt action to reconcile dealer's bills with purchase orders and delivery receipts.

b. The vendor assumes responsibility and risk for supplies not received, damaged supplies, or supplies not conforming with the Order for Supplies or Services/Request for Quotations (DD form 1155). Replacement, repair, or correction will be at the vendor's expense provided the Sales Officer notifies the vendor within 90 days from date of delivery (180 if deployed) that the material received is not conforming with the DD Form 1155 requirements.

c. To reduce the administrative burden and prevent overpayment to vendors, Sales Officers will review their purchase order, receipt, exchange, and credit procedures monthly. Verify prompt and accurate processing of receipt, expenditure, and purchase order files.

12702   UNMATCHED EXPENDITURE LISTINGS

a. DFAS generates a monthly unmatched expenditures listing containing payments and OSO summaries that have not matched with corresponding receipt documents. Enter the applicable action codes into the listing and return the original to DFAS within 30 days and file copy to SSA17.

b. The listing contains only expenditure differences for the current month. However, a cumulative listing is generated at the end of each 4 month reporting cycle (i.e., 31 January, 31 May, and 30 September). Differences of less than $10.00 do not appear when the expenditure is made by DFAS. OSO Summary differences of less than $10.00 appear on the listing and remain there until aged 6 months. Per NAVSUP P-487, differences of less than $10.00 do not require adjustment. They are provided for information only.

c. Upon receipt of a ship's store reconciliation letter or unmatched expenditure listing, the Ship's Store Officer must answer it as soon as possible. If partial or short orders have been received, Fleet Fast Pay procedures require the Ship's Store Officer to notify the vendor, NEXCOM (Code A) and DFAS of the shortage before recoupment of Navy Working Capital Fund (NWCF) funds may be accomplished. Ships should send vendor notifications by certified mail with return receipt requested. Keep the returned receipt in the Military Correspondence File (SSA-17) and the Commercial Correspondence File (SSA-18). Enter the applicable action codes onto the listing and return the original to DFAS within 30 days.

d. Upon receipt of the unmatched expenditure listing, process it using the ship's retained records (i.e., Purchase Order Log, Requisition Log, Journal of Receipts, etc.). If any receipt is not in agreement with the amount paid, the ship should notify the vendor of the difference according to NAVSUP P-487, paragraphs 5103 and 5106. Enter the applicable action codes onto the listing and return the original to DFAS within 30 days.

12703   SHIP'S STORE LOGS

a. Maintain the following ROM system MANUAL LOGS:

(1) Purchase Order Log.

(2) Requisition Log.

(3) Credit Memorandum Log.

(4) Expenditure Invoice Log.

b. These logs will be helpful when investigating a particular purchase order, or requisition number and when reconciling the DFAS OPLOC Ship's Store Unmatched Expenditure Listing.

c. Additional logs required are:

(1) Car Seal Log.

(2) Inventory Serial Log.

12704   ITEMS RETURNED TO VENDOR FOR CREDIT, OR CASH REFUND. Forward credit memos at the end of the month to DFAS with the receipt transmittal as a negative receipt. At the end of the accounting period, if a credit memorandum or cash refund has not been received from the vendor, carry the dollar value of the item as inventory. ROM will automatically post it to the last page of the bulk inventory. Make sure credit memos are still outstanding and valid.

12710   STOWAGE OF SHIP'S STORE STOCK. Stow ship's store stock according to NAVSUP P-487, paragraph 6000-6008. Procedures are as follows:

a. Store like merchandise together and in case lots.

b. Use First In, First Out (FIFO) method of stock rotation with consideration for expiration dates.

12711   STOWAGE OF FLAMMABLE SHIP'S STORE STOCK

a. Segregate flammable ship's store stock and store in a flammable storeroom or locker.

b. Upon receipt, check condition and ensure proper identification by marking or labeling flammable stock.

c. Weekly, examine flammable stock in the ship's store and in the storerooms for leakage.

d. Carefully estimate needs to prevent excess stock.

e. Make sure "No Smoking" rules are strictly enforced. Post "No Smoking" signs at the entrance to spaces containing flammable liquids.

f. Annotate flammable stock on the Master Stock Record List.

12712   SHIP'S STORE INVENTORY PROCEDURES. Conduct inventories according to NAVSUP P-487, paragraph 9000-9025. Essential inventory requirements are:

a. When more than one person operates a retail outlet, follow procedures in NAVSUP P-487, paragraphs 1006 and 2402. Conduct complete physical inventories of these outlets monthly. Although there is no requirement to conduct interim inventories in retail outlets, the Sales Officer may direct special inventories.

b. Conduct perpetual inventories in bulk storerooms annotating the NAVSUP Form 973 breakout document in the nomenclature column. The standard for inventory validity in bulk storeroom is 100 percent. The Sales Officer must investigate all differences.

c. For monthly, end of accounting period, and relieving inventories (Sales Officer or Accountable Custodian), take an itemized inventory of all stock. This requirement also applies to NAVSURFLANT over-the-counter sales outlets. The records keeper will not be a member of the inventory teams. Each team will consist of a minimum of one officer (on NAVSURFLANT units this will be the Sales Officer) or senior enlisted person (E6-E9) and one other enlisted person. These inventories will be complete line item inventories vice price line inventories. Schedule inventories to minimize impact on crew service without sacrificing accountability requirements.

d. The Sales Officer or a designated representative will compare the inventory count sheets (working copies) from both inventory teams. Investigate any differences between the two working copies and reconcile them. Line through and initial all corrections. The Sales Officer and each member of the inventory teams will sign all inventory count sheets. Compare the smooth (extended) copy of the inventory to the working copies for accuracy. File both working copies and one smooth copy of the monthly inventories together in the SSA-21 file for inclusion in the retained returns. Provide an additional smooth copy of the inventory to the responsible custodians for their records and to serve as an up to date price list.

e. When an excessive (one percent) or disproportionate (three percent) gain or loss exists after an inventory is complete, take action per NAVSUP P-487, paragraph 9102, U. S. Navy Regulations, paragraph 9173, and JAG Manual. Figure 12-4 is an example of a message format for reporting disproportionate differences.

f. The Sales Officer must investigate the bulk discrepancy list, annotate corrective action, and sign it. File it with the financial control record, NAVSUP Form 235, in the retained returns.

g. Relief of Accountable Ship's Store Officer. Relief requires a 100 percent inventory of all Ship's Store stock. Immediately after reconciliation of the relieving inventory, the relieving officer shall assume accountability.

12720   EXPENDITURES. Make all expenditures from the bulk storeroom (i.e., vendor returns, OSO transfers, etc.). DO NOT make transfers from sales outlets.

12721   SPECIAL REQUIREMENTS FOR TRANSFERS ON 207 SHIPS. Any items transferred to a supported unit or another division on board should be transferred to the Supply Officer (Fund Code "NZ"). Report these transfers on NAVCOMPT Form 153, line B19 or B19A. Include all transfers to the General Mess as Cost of Operations (NAVSUP P-487, paragraph 7322). If an

end use fund code is used (i.e., a squadron procures material directly from the ship's store and does not transfer to the Supply Officer first) report as an issue to another appropriation and report the transaction on line B10 of the NAVCOMPT Form 153.

12722 <u>SALE OF SHIP'S STORE ITEMS TO SHIP'S USE (OPTAR FUNDS)</u>. Every DD Form 1149 prepared for issuing ship's store stock to ship's use (OPTAR) will include a justification statement. This will eliminate the perception of unauthorized or improper issues of ship's store stock to ship's use. These items include, but are not limited to flashlights, batteries, padlocks, soap, film, and flashbulbs. NAVSUP P-487, paragraph 7322, provides details.

12723 <u>CLOTHING ARTICLES</u>. NAVSUP P-487 and NAVPERS 15665I (Uniform Regulations) specifically define what clothing may be issued to an individual as organizational clothing on a loan basis. Per NAVPERS 15665I and NAVSUP P-485 paragraph 3665, footwear, other than safety shoes, is not authorized for issue as organization clothing and will not be issued to ship's use from ship's store stock. When Navy clothing is issued from ship's store stock as organizational clothing, the following statement will be included in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer:

STATEMENT: "Issued to ship's use as organizational clothing for use by (mess management specialist, food service attendants or other designated personnel as protective/replacement clothing, as appropriate per NAVSUP P-485, paragraph 3665.
Authorized by: Approved by:"

12724 <u>MONOGRAMS/HERALDIC PATCHES</u>. Monograms/heraldic patches may be issued to ship's use, paid with OPTAR funds, for Mess Management Specialists and Food Service Attendants clothing per NAVSUP P-485. Heraldic patches/badges may also be issued to ship's use for recognition of achievement, special accomplishment, or superior professional performance per SECNAVINST 3590.4A. Issues to ship's use of heraldic patches/monograms will include one of the following statements in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer:

STATEMENT: "Issued for ship's use per NAVSUP P-485, paragraph 3665-5b as article of clothing identification for Mess Management Specialist and Food Service Attendants.
Authorized by: Approved by:"

STATEMENT: "Issued for presentation in recognition of (achievement, special accomplishment or superior professional performance) of (insert name and rank of individual(s)) per SECNAVINST 3590.4A.
Authorized by: Approved by:"

12725 <u>PLAQUES</u>. Ships may purchase plaques with OPTAR funds from ship's store stock for recognition of achievement, special accomplishment, or superior professional performance and/or for presentation to any official organization for display within that organization. Plaques are NOT authorized for purchase with ship's OPTAR funds for recognition for reenlistment, transfer or retirement; awards for these functions will be accomplished with personal funds voluntarily given by an individual or group of individuals (i.e., Wardroom or CPO Mess). Issues to ship's use of ship's store stock plaques will include in the description block of the DD Form 1149 one of the following statements, as appropriate, and will be authorized by the Supply Officer and approved by the Commanding Officer:

STATEMENT: "Issued in recognition of (achievement, special accomplishment, or superior professional performance) of (insert name and rank of individual/individuals) per SECNAVINST 3590.4A and (any fleet commander's instructions as applicable).
Authorized by: Approved by:"

STATEMENT: "Issued to (name of organization) for display within that organization.
Authorized by: Approved by:"

12726   ISSUES TO THE GENERAL MESS. Make issues of candy, sodas, ice cream and other edible items when required for special meals on a DD Form 1149 using the General Mess accounting data. These issues will be reflected on the NAVSUP Form 978 and will be reported on NAVCOMPT Form 153, Caption B-10, at the end of the applicable accounting period NAVSUP P-487, paragraph 7321, refers.

12730   VENDING MACHINES AND ELECTRONIC MACHINES. Operational and sanitary requirements for vending machines are in NAVSUP P-487 and NAVMED P-5010. Procurement and funding of machines will be according to NAVSUP P-487, paragraphs 4410-4417. Secure all vending machines with a dollar bill validator with a padlock or an inter-door lock wherein the vending machine operator does NOT have access. The individual making the collection will be the only person with access and will have access to the keys to open the moneyboxes.

12731   DOLLAR BILL CHANGERS. Procure and operate dollar bill changers per NAVSUP P-487, paragraphs 2600-2603. Key points are as follows:

a. All ships are authorized to procure and install dollar bill changers.

b. Establish a separate change fund, not to exceed $400.00, for each dollar bill changer installed. Ships with 700 or more personnel assigned may establish a separate change fund not to exceed $800. Do not commingle change funds established for dollar bill changers with change funds established for sales outlets. The Disbursing Officer will advance change funds to the Sales Officer or Cash Collection Agent on a Cash Receipt Certificate (NAVCOMPT 2114).

c. Dollar bill changer change funds will be verified monthly by a member of the ship's cash verification board. The verifying officer will send a report of the dollar bill changer audit to the Commanding Officer (include these results with the cash verification board findings) with a copy to Sales Officer and the Disbursing Officer. The ships store officer will file the audit reports in the military correspondence file (SSA-17).

12732   CASH HANDLING/COLLECTION PROCEDURES. The Supply Officer will publish a written instruction for cash handling and collection procedures, incorporating the provisions of NAVSUP P-487, paragraphs 2200-2232. The verifying officer will send a report of the ships store change funds audit to the Commanding Officer (include these results with the cash verification board findings) with a copy to the Sales Officer and Disbursing Officer. The Ships Store Officer will file the audit reports in the military correspondence file (SSA-17). The instruction must contain provisions as follows:

a. Security of cash when the person assigned to make the collections isn't available. It must also prescribe one of the following methods: locked moneybags or night depository safe.

b. Do not make sales in any ship's store retail activity after that activity secures for the day. Money will never be placed in a cash register without first being rung up as a sale by the appropriate custodian. Only personnel specifically assigned as retail operators will operate a register at any time. Procedures will limit the operation of a cash register to only one custodian at a time.

c. Under no circumstance will the retail operator extend credit to the customer.

d. Collect cash from all activities, including the change fund, at the end of each business day. Leave the cash register empty and open overnight. Cash, not to exceed $50, may be left in a cash register overnight except when more than one shift is operated. When authorized by the Type Commander, cash not to exceed $100 may be left in the register overnight, except when more than one shift is operated. When a retail store is closed for a period of more than 72 hours, all cash including the change fund will be collected on the last business day.

e. Detailed cash register tapes will be securely locked inside the cash register and only accessible to the individual making the collection.

f. The Sales Officer will audit the cash collection agent's cashbook daily or at least twice weekly. The Sales Officer will also observe one actual cash collection in each of the ship's stores and vending machine operations each week on a surprise basis. The Sales Officer will initial each entry in the cashbook.

g. All Cash Register Record books will be closed out at the end of each month and will be matched with the ROM records by the Sales Officer (or designated collection agent) before preparing the Cash Sales Requisition and Invoice/Shipping Document (DD Form 1149).

h. Only the accountable custodian responsible for a safe containing a change fund will have the combination to that safe. The Sales Officer will not have a copy of the combination to a safe containing a change fund signed over to the Cash Collection Agent.

i. Ship's Store change funds will be verified monthly by a member of the ship's cash verification board. The verifying officer will send a report of the Ship's Store change funds audit to the Commanding Officer (include these results with the cash verification board findings).

j. Use the Cash Receipt Book (NAVSUP Form 470) for documenting cash collection agent deposits with the disbursing officer.

12733   INOPERATIVE CASH REGISTER. Use the emergency cash handling procedures prescribed below when cash registers are inoperative:

a. Maintain a columnar log to record the total dollar value of each sale. Use an adding machine to total the value of merchandise sold.

b. Total the log with an adding machine and balance with cash on hand at the end of each sales day.

c. Keep the daily log and adding machine tapes recording and verifying individual sales and the adding machine tape of the total money value of log entries in the same manner as cash register tapes.

d. Enter the cash collected in the Cash Register Record (NAVSUP 469).

e. Collect all cash, including the change fund, daily.

f. Repair inoperative cash registers as soon as possible.

12734   SALE OF MERCHANDISE BY OTHER THAN THE SHIP'S STORE. Per NAVSUP P-487, paragraph 1101, the ship's store is the sole authorized sales outlet on board Navy ships. OPNAVINST 4060.4B, Establishment of Auxiliary Resale Outlets (AROs) also applies. Unwarranted proliferation of competitive resale outlets is counter-productive to providing adequate MWR services to the Navy.

12800   SHIP'S STORE RETURNS. Upon completion of the accounting period, the Sales Officer must carefully prepare ship's store returns per NAVSUP P-487, Chapter 9. Submit returns to DFAS no later than the fifteenth day of the month following the end of the accounting period. Figure 12-6 (Summary of Ship's Store Reports) lists required reports, due dates, and applicable references.

a. (For NAVSURFLANT units only) The closest Regional Support Group (ATG) will review ship's store returns. ATG review of financial returns before submission is encouraged, however, after

the fact reviews are authorized. Contact your local ATG for specifics on scheduling reviews. For ships away from homeport, submit copies of important accounting documents (as specified by your ATG) to ATG within 30 days of return to homeport.

b. (For NAVSURFPAC units only) Records reviews are available upon request.

12801   SHIP'S STORE PROFITS. Payment of the entire amount of the net profit to the recreation fund is not mandatory. Full payment will not be made when funds are required to cover anticipated expenses and liabilities assumed. Pay only the amount reported on line C24B of the NAVCOMPT form 153 to the recreation fund. Disburse this payment to the recreation fund within 15 days following submission of the returns. Grant/Loans: NAVSUP P-487, paragraph 8102, establishes procedures for requesting loans and grants from NEXCOM. In particular, NEXCOM provides these loans and grants to accomplish the following:

a. Fund material costs for modernization and improvement of resale outlets.

b. Fund equipment costs (i.e., vending machines).

c. Fund ship's store losses when surveys, markdowns below cost, and markdowns to zero exceed profits during an accounting period and anticipated profits generated within the next accounting period cannot offset the loss.

12802   DISPROPORTIONATE DIFFERENCES

a. Take action for disproportionate differences (gains or losses) per procedures in U.S. Navy Regulations, NAVSUP P-487, and the JAG Manual. Report all disproportionate differences to the Commanding Officer as soon as practical after the Supply Officer/Accountable Officer has verified the existence of the difference.

b. Upon receipt of information that a disproportionate difference exists, the Commanding Officer will:

(1) Make sure all mathematical computations and accuracy of the closing inventory have been verified.

(2) Submit a message report in the format of Figure 12-4.

c. If the reported disproportionate difference is a loss, the Commanding Officer will also:

(1) Direct the Supply or Accountable Officer to seal all applicable accountable spaces.

(2) Notify the local Navy Criminal Investigative Services (NCIS) Officer.

(3) Appoint an investigating officer to conduct a JAGMAN investigation. Do not appoint an officer of the Supply Department as the investigating officer.

(4) Direct that all applicable ship's store records for the current and preceding accounting period be impounded in the exclusive custody of the Commanding Officer, Executive Officer, or Investigating Officer.

d. For Excessive Differences, file a copy of the informal examination and actions taken with the retained returns.

12803   THEFT, FRAUD, OR OTHER DISHONEST ACTS

a. If unauthorized entry or suspected theft, fraud, or other dishonest act occurs, the procedures of NAVSUP P-487, paragraph 1206, will be strictly followed. The required report to TYCOM will be in the message format shown in Figure 12-5. In addition, take the following actions:

(1) Upon discovery of an incident, notify the Quarterdeck and log the incident in the deck log, including, for break-ins or theft, names of any witnesses or persons seen in the vicinity of the incident. Inform the Command Duty Officer, Commanding Officer, Executive Officer, and Supply Officer as soon as possible.

(2) In the case of break-in, the CDO or OOD will assign a sentry to guard the affected ship's store or related space until properly secured by the Supply Officer, Accountable Officer, or Duty Supply Officer.

(3) If appropriate, secure the brow(s) and search personnel and material departing the ship. Quarterdeck searches can be conducted without probable cause. However, conduct quarterdeck searches only at the express direction of the Commanding Officer, Executive Officer, or Command Duty Officer. A ship's instruction issued by the Commanding Officer <u>could</u> give the Executive Officer or Command Duty Officer independent discretionary authority to order quarterdeck searches so that the evidence will be admissible in a court-martial.

(4) If there is probable cause to believe a crime has been committed and that a search of the ship would locate the stolen goods, a general "shakedown" search can be conducted upon an order of the Commanding Officer. All circumstances must be considered in determining the existence of probable cause and in this context should specifically include a consideration of whether the stolen goods can be readily identified. Consideration should also be given to the lapse of time between the break-in and the identification of the stolen goods, (i.e., a lapse of 15 minutes may give rise to the existence of probable cause while a lapse of several hours may eliminate probable cause).

b. If the break-in, theft, fraud or other dishonest act results in a disproportionate loss, a message report in the format of Figure 12-4 and the letter report required by NAVSUP P-487, paragraph 1206 will be submitted.

12804   <u>SHIP'S STORE BALANCE SHEET AND PROFIT AND LOSS STATEMENT</u>. Ships will forward two ROM generated copies of the Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153) to DFAS and a copy to the TYCOM whenever ship's store returns are prepared per NAVSUP P-487, paragraphs 9300-9501-2(b). In addition to the required information on gains and losses and number of days at sea and in port, the reverse side of the NAVCOMPT Form 153 will include the number of line items being carried and total dollar value of the following:

	Number of Line Items	Dollar Amount
Foreign Merchandise		
Emblematic Merchandise		
Tobacco Products		
Tax Paid		
Tax Free		
Total Inventory		

12900   <u>LAUNDRY OPERATIONS</u>

a. Maintain a locally prepared laundry equipment maintenance log using the sample format illustrated in NAVSUP P-487, paragraph 2512. Add an additional column for recording the submission date of each OPNAV 4790/2K.

(1) (NAVSURFPAC ships) Galley and Laundry Equipment (GLE) contractor and NEXCOM laundry assist visits provide additional sources of professional maintenance assistance.

(2) (NAVSURFLANT ships) Commercial Industrial Services (CIS) contracts provide an additional source of professional maintenance assistance at the intermediate maintenance level during ship's availability.

b. As discussed in NAVSUP P-487, paragraph 2512, maintain locally prepared bulk laundry and press deck logs. The Ship's Store Officer shall review the logs weekly. In addition, prepare a summary of all work processed weekly and submit it to the Ship's Store Officer for review.

c. Personnel Qualification Standard (PQS) for Shipboard Laundry Equipment (0501-LP-223-9800). All Ship's Servicemen must satisfactorily complete Shipboard Laundry Equipment PQS. Enter PQS completion in the individuals' training records. (NAVSURFLANT ships: Job Qualification Standards (JQRs) are available for use from TYCOM/ATG.)

12901   LAUNDRY OPERATION SAFETY. The hazard of fire in a ship's laundry is a constant concern of forces afloat. Fires resulting from spontaneous combustion of dried, hot, and compact clothing are of particular concern and demand that command attention be directed toward their prevention. Most of these fires result from clothing left in the dryer or omission of one or more wash cycles (usually the initial break wash cycle) or rinse cycles. When omission of a wash cycle occurs, protein matter introduced into fabric through normal use is augmented by protein in most washing compounds and both are retained in the fabric. The ensuing drying cycle raises the temperature to near its ignition point. When the fabric is compacted in carts or bags, restricted circulation fosters spontaneous combustion. Commanding Officers will develop and implement appropriate procedures and instructions to prevent occurrences of this nature. These procedures will include, but are not limited to, the following precautions:

a. Ensure all prescribed laundry cycles are accomplished.

b. The laundry space will be manned at all times, when the laundry is operating and until all laundry bags and hampers of dried laundry are inspected, to make sure there is no residual heat build-up.

c. Tumble all dryer loads a final 10-minute tumbling with the dampers set in the open position.

d. Remove clothing from dryers immediately upon completion of the drying cycle. Do not store clothing in the dryer at any time.

e. Store all laundry chemicals (soap, sour, etc.) in the laundry in covered stainless steel containers. Do not use opened shipping cartons for operating stocks under any circumstances.

f. Install secondary lint filters on all dryers.

g. Clean the primary lint trap every 2 hours and the secondary lint trap every 4 hours on all dryers. The Ship's Store Officer or Leading Petty Officer, when making their daily rounds, must check all lint traps on dryers.

h. Lagging or prescribed shield on steam pipes/laundry equipment must be in place for the safety of operators.

12902   TRAINING

a. Establish and publish a long-range and short-range training program per OPNAVINST 3120.32C. Keep individual training records for each person in the division.

b. Conduct constructive retail operations training on a regular schedule using ship/station and outside sources.

c. Prepare and update lesson plans for each curriculum topic. The accountable officer must approve and date each lesson plan. Standard lesson plans are available from the local ATG (NAVSURFPAC) ATG (NAVSURFLANT).

d. Establish the Ship's Serviceman PQS/JQR program for the following:

(1) Bulk Storeroom Custodian.

(2) Vending/Amusement Machine Operator.

(3) Retail Activity Operator.

(4) Cash Collection Agent.

(5) Shipboard Barber.

(6) ROM Use/Records Keeper.

(7) Supervisor/Manager.

(8) Receipt Inspector.

e. Job rotation must be well planned and carried out effectively.

f. Hold Standards of Conduct training semiannually using Appendix E of the NAVSUP P-487.

Sales Officer's Daily/Weekly Checklist

Procurement
All new purchase orders/requisitions were printed, signed and filed _____
All purchase documents are prepared correctly with statements and signatures from required personnel _____
Purchases using SSPN are signed by SUPPO and have SSPN statement _____
Simplified purchase orders prepared correctly and certified by SUPPO _____

Receipts
Accountable receipts have been compared against receipt inspector's copy and shipping document/invoice _____
Receipt documents have quantities circles, signed and dated _____
Receipt extensions have been verified against 977 _____
Verify outstanding purchases/requisitions _____
Verify outstanding credits or cash refunds _____
Any follow-up action with vendor _____

Expenditures
Markdown to zero signed by Supply Officer _____
Mark down to zero for food/beverage signed by Medical Representative _____
OSO transfers verified for extensions, quantities, signatures and
posting to applicable records _____

Breakouts
Initial accountable document verified against ROM final printout _____
Verify signatures and line-outs are initialed _____
Verify posting to all applicable records _____

Cash Handling
All books (469)audited twice weekly _____
Verify all books have signatures and line-outs initialed _____
Entries posted in books have been posted to ROM _____
Cash is being collected as required _____

Stock Records/Inventory Management
Verify 25 line items of retail prices in each retail space against 464s _____
Verify 5% of bulk storeroom items against 464 quantities _____

Records and Logs
Verify all logs (records/laundry/equip, etc.) _____
Print, verify, and maintain the following weekly reports: NAVSUP 235, NAVSUP 977, NAVSUP 978, NAVSUP 980, and NAVSUP 464. File all weekly reports with retained returns at the end of the accounting period. _____

Security
Verify all locks and security requirements weekly _____
Remember that accomplishing all checks makes closeout much easier. Call ATGLANT/ATGPAC if assistance is needed. Help is free.

Figure 12-1

Sales Officer's Monthly Checklist

Receipts
All receipts to DFAS have been verified against the NS977 and the
transmittal listing   _____
Transmittal listing, letter and receipts have been verified by
Supply Officer and mailed to DFAS   _____
Copy of transmittal letter and listing are in SSA 21   _____
All receipts have required signatures and statements   _____

Expenditures
All expenditure documents have expenditure numbers and signatures   _____
All expenditure documents have been verified against NS978   _____

Breakouts
All breakouts have been posted to the NS235 and verified   _____
Smooth and initial breakouts have been verified   _____

Cash Handling
All cash books have been audited   _____
Cash sales invoice (DD 1149) has been prepared and verified for accuracy against cash
books and deposit books   _____
Change funds entrusted to the Cash Collection Agent audited by an officer (designated by
the CO)   _____

Inventory
Inventory preparations have been completed, layout and prelistings prepared

First and second count teams have been identified   _____
The crew has been notified (if inventory is during regular operating hours)   _____

Inventory count sheets were verified for accuracy, dated and signed prior to leaving space   _____

Spaces were sealed with car seal and the number posted to the count sheets   _____

Inventory posted to ROM has been verified and summary sheets verified and signed   _____

A balanced 235 was been printed and filed with monthly inventories   _____
Inventory Control Record was verified for accuracy   _____

General
All documents have been filed in the correct SSA file   _____
All logs and reports have been verified   _____
Ship's Store Management report processed and submitted   _____
Fast Pay/Unmatched Expenditure listings processed and mailed   _____
Sales and Services customer survey   _____
ROM Security profile verified   _____
Stock Record Master list (N464) reviewed for accuracy   _____

Remember that accomplishing all checks makes closeout much easier. Call NEXCOM Fleet Assistance
Teams, ATG (SURFLANT) ATG (SURFPAC) if assistance is needed. Help is free.

Figure 12-2

Supply Officer's Monthly Checklist

Procurement

All purchases for tax free tobacco items have been signed by the CO or SO

Purchases for emblematic items have the required statement and are signed by SO   _____

Special DD 1155s have been certified by SO   _____

SSPN purchases have the required statement and signed by SO   _____

Receipts

All documents have been verified against the 977 and transmittal listing, and the transmittal
letter was signed   _____

Expenditures

All markdowns to zero have been signed by SO   _____

All expenditure documents have been verified against the N978   _____

All surveys have been signed by the CO and action annotated/signed by the Survey Officer

        _____

Breakouts

All documents have been verified against the N235   _____

All documents have been posted to ROM prior to inventory   _____

Cash Handling

Cash books have been audited as required   _____

Cash books have been properly balanced and closed-out   _____

Cash sales invoice was prepared and submitted to Disbursing   _____

Inventory

Properly done and completed   _____

N235 was verified and differences investigated   _____

General

All entries on the 980/235/977/978 were verified   _____

Price and bulk validities were done   _____

Security of Group III/IV spaces verified   _____

If the Sales Officer completes the checklists in Figures 12-1 and 12-2, the SO's checklist should easily be accomplished. By completing all checklists, end of month/accounting period closeout should flow smoothly and quickly. Call NEXCOM Fleet Assistance Teams, ATG (SURFLANT or ATG (SURFPAC) if assistance is needed.

Figure 12-3

REPORTING DISPROPORTIONATE DIFFERENCES

PRIORITY

FM (ship's name)
TO TYPE COMMANDER//N411//
INFO CINC
TYCOM AFLOATRAGRU/ATO TEAM (home port)//N41//
READRON (if applicable)
(Appropriate ISIC)
COMNAVSUPSYSCOM MECHANICSBURG PA//09B//
DFAS NORFOLK VA//AOFD//
NEXCOM NORFOLK VA//A//
NAVSCSCOL ATHENS GA//30//
UNCLAS //N04067//
MSGID/GENADMIN/(SHIP)//
SUBJ/DISPROPORTIONATE (LOSS/GAIN) IN THE SHIP'S STORE OPERATION//
REF/A/DOC/-/-//
REF/B/DOC/-/-//
REF/C/DOC/-/-//
REF/D/DOC/-/-//
NARR/REF A: TYCOM INST, PAR_____ . REF B: NAVSUP P-487, PARA 1206. REF C: NAVREGS, PARA 0719. REF D: JAG MANUAL.//
RMKS/1. PER REF A, A DISPROPORTIONATE (LOSS/GAIN) FOR THE PERIOD (DATE) THROUGH (DATE) IS REPORTED. RECAP AS FOLLOWS: (PROVIDE DATA FOR ALL RETAIL OUTLETS AND BULK STOREROOMS.)

ACTIVITY	SALES	LOSS OR GAIN
RETAIL STORE NR1		
RETAIL STORE NR2		
DRINK VENDING MACHINE		
CANDY VENDING MACHINE		
CIGARETTE VENDING MACHINE		
STANDARD NAVY CLOTHING		
BULK STORE		
TOTAL	N/A	

2. THE REPORT REQUIRED BY REF B PAR 9102.6.C (was)/(will be) MAILED (date).
3. CAUSE OF DISPROPORTIONATE (loss/gain) (if known).
4. JAG MANUAL INVESTIGATION (has/has not) BEEN INITIATED PER REFS C AND D.
5. FOR TYCOM ATG/SMI TEAM (local area), YOUR ASSISTANCE (is/is not) REQUESTED.//
BT

Figure 12-4

REPORTING THEFT, FRAUD OR OTHER DISHONEST ACT

PRIORITY

FM (ship's name)
TO TYPE COMMANDER//N411//
INFO CINC
COMNAVSUPSYSCOM MECHANICSBURG PA//09B//
DFAS NORFOLK VA//AOFD//
TYCOM AFLOATRAGRU/ATO TEAM (local area)//N41//
NCIS (city in which nearest resident agency is located)
APPROPRIATE ISIC
NEXCOM NORFOLK VA//A//
NAVSCSCOL ATHENS GA//30//
UNCLAS //N04067//
MSGID/GENADMIN/(SHIP)//
SUBJ/REPORT OF THEFT, FRAUD, OR OTHER DISHONEST ACT IN THE SHIP'S STORE
OPERATION//
REF/A/DOC/-/-//
REF/B/DOC/-/-//
REF/C/DOC/-/-//
REF/D/DOC/-/-//
NARR/REF A: NAVSUP P-487. REF B: TYCOM INST, PAR_____ .   REF C: NAVREGS, PAR 0719.
REF D: JAG MANUAL.//
RMKS/1. THIS REPORT SUBMITTED PER REFS A AND B. AT APPROXIMATELY (time and date;
provide brief description of circumstances; include comment on security of space(s)).
2. AN IMMEDIATE SEARCH OF SHIP UNCOVERED (include this paragraph and describe as
appropriate).
3. TWO, TWO-PERSON INVENTORY TEAMS APPOINTED PER REF A. A JAG MANUAL
INVESTIGATION (has/has not been) INITIATED PER REFS C AND D.
4. WILL ADVISE RESULTS OF INVENTORY AND CLOSEOUT OF (sales outlet) (bulk storeroom).
5. NCIS (city) NOTIFIED (statement of assistance requested).
6. FOR TYCOM ATG/ATO TEAM (local area), YOUR ASSISTANCE (is/is not) REQUESTED.//
BT

Figure 12-5

SUMMARY OF SHIP'S STORE REPORTS

1. Ship's Store Balance and Profit and Loss Statement
Form: NAVCOMPT Form 153
Distribution: DFAS, NSCS Athens, Ga., TYCOM, Commanding Officer.
Due Date: End of Accounting Period/15th day of following month
Reference: NAVSUP P-487 Par. 9300 and 9501 (b)

2. Assignment of Financial Accountability
Form: Letter from CO to Sales Officer
Distribution: TYCOM
Due Date: Upon Assignment
Reference: NAVSUP P-487 Par. 1005

3. Ship's Store Management Report
Form: Letter from Sales Officer to CO
Distribution: Commanding Officer
Due Date: Monthly; By the 5th of the Month
Reference   NAVSUP P-487, Appendix F

4. Excessive/Disproportionate Differences
Form: Letter to TYCOM
Distribution: TYCOM, Fleet Commander, NAVSUP, DFAS, NEXCOM, NSCS Athens GA
Due Date: As soon as Investigation is completed
Reference: NAVSUP P-487 Par. 9102

5. Theft/Fraud or Other Dishonest Act
Form: Letter/MSG to TYCOM
Distribution: TYCOM, Fleet Commander, NAVSUP, DFAS, NEXCOM, NSCS Athens, Ga.
Due Date: Upon completion of investigation
Reference: NAVSUP P-487 par. 1206

6. Excess Inventory
Form: Letter to TYCOM
Distribution: TYCOM
Due Date: End of Accounting Period
Reference: COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J

7. Replies to DFAS Ship's Store Reconciliation Letters and Unmatched Expenditure List

Form: Letter
Distribution: DFAS, TYCOM
Due Date: 30 Days after Receipt
Reference: NAVCOMPT Manual, par. 085132

Figure 12-6

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CHAPTER 13

DISBURSING

13000   INTRODUCTION. The Disbursing Office will operate according to DOD Financial Management Regulation Volume 5, DJMS Procedures Training Guide, JFTR (Joint Federal Travel Regulations), DOD Financial Management Regulation Volume 9, and other applicable publications and instructions.

13100   CASH LEVELS

a. Upon approval of the Commanding Officer, Disbursing Officers (DOs) may maintain on hand, at their own personal risk, currency and coin required for official transactions. Keep cash on hand to the minimum amount necessary to meet normal requirements. Important elements of cash level management are determining cash requirements, obtaining and documenting Commanding Officer approval, and reducing cash levels whenever possible.

b. Cash level determination is based on the predicted flow of cash in and out of the DO's account. Currency and coins aboard a ship cycle between the DO; crew members; cash sales activities like the Ship's Store, Post Office and vending machines; and back to the DO. In a closed environment, such as an extended period at sea, the overall amount of cash in the shipboard cycle remains relatively constant with only modest needs for "new" cash to maintain the overall balance. In port, both CONUS and overseas, a significant amount of cash may exit from the shipboard cycle as crewmembers spend cash ashore and official cash transactions with off-ship entities may become necessary. DoDFMR, Volume 5, par. 030105 provides guidance on determining cash requirements. In addition to calculated requirements, DOs should consider historical records of previous cash requirements, replenishment opportunities, and any requirements to support other Disbursing Offices. Once a cash level is approved and implemented, DOs should regularly reassess requirements and reduce cash on hand promptly whenever possible.

c. There are two types of cash level requests:

    (1) The basic request for authority to hold cash at personal risk considers routine cash level requirements and is submitted to the Commanding Officer semiannually, to become effective on 1 October and 1 April. In addition, DOs must submit an updated request any time a major change increases or decreases the maximum amount of cash required. A sample format for this request is contained in Figure 13-1. Note that this cash level excludes payday cash requirements. Because payday cash in homeport is drawn immediately before payday and deposited, if required, immediately after payday, it is not considered part of the basic cash level and does not require separate approval. Keep the original approved copy of the request in the DO's authorization file.

    (2) The second type of request is when special circumstances require DOs to increase their cash holdings beyond the level already authorized by the Commanding Officer. This is usually due to extended underway periods, particularly deployments. DOs should:

        (a) Request authority from the Commanding Officer 30 days before deployment using the format and calculations in Figure 13-2. Note that, due to lack of a ready source of cash replenishment, payday cash requirements are included in this cash level determination. The request does not contain a breakdown of cash assignment to individual deputies, agents, and cashiers because the increased cash is held by the DO. Keep the original approved copy of this request in the DO's authorization file.

        (b) Make arrangements for drawing authorized cash from the normal shore source well in advance. Banks do not routinely maintain adequate cash levels to support large cash draws without adequate advance notice. Schedule the pickup date as close to the deployment date as

possible to minimize the amount of inport time that the excess cash is aboard, normally no more than three days before deployment.

(c) Send a copy of each additional cash authorization with the financial returns for the month in which the DO receives authorization.

d. During deployment, monitor cash levels. If additional cash is required, DOs should consider cash replenishment sources such as other afloat or shore DOs and Federal Reserve Bank registered mail shipments. Often, total cash levels may be adequate, but certain denominations of currency or coin may require adjustment to support change-making or vending machine operations. During ship-to-ship deployment turnovers, outchopping DOs should provide information on cash level experience, in-theater replenishment availability and accommodate cash exchanges if required and practicable.

e. Dispose of excess funds per DoDFMR, Volume 5, par. 030106. Returning deployers should deposit excess cash no later than the first business day following return from deployment. Submit an updated authorization request for cash held at personal risk, Figure 13-1, to reflect the return to normal cash levels.

13200   <u>ON-SITE EXAMINATIONS AND AUDITS</u>. Send a copy of the reply to recommendations made by Fleet on-site disbursing examinations of pay records and comprehensive disbursing reviews to TYCOM within 30 days after receipt of the written report of the examination/audit.

13201   <u>QUARTERLY SURPRISE VERIFICATION OF DISBURSING OFFICER'S CASH</u>

a. The surprise verification of Disbursing Officer cash and other assets is an important step in assuring accountability of the shipboard disbursing operation. It provides the Commanding Officer with an independent audit of disbursing assets and provides the Disbursing Officer an official record of his or her accountability and accuracy on the date of the verification.

b. The Cash Verification Team (CVT) is composed of at least two qualified persons, with the senior member senior or equal in rank to the Disbursing Officer. The Supply Officer will act as an advisor to the Verification Team. The CVT will convene and perform a surprise cash verification each quarter. To preserve the surprise nature of the verification, the CVT should vary the month within the quarter when the verification is conducted and avoid a pattern that would allow the Disbursing Officer to predict the occurrence of the verification. The CVT will conduct the verification per DODFMR Vol. 5. Figure 13-3 is a CVT Check-off List. The team will complete it and attach it to the original copy of the CVT report, Figure 13-4.

13202   <u>LOSS OF FUNDS</u>

a. <u>Major Physical Losses of Funds</u>. If physical loss or deficiency of funds is $750 or more, or theft or fraud is believed to have occurred, the Commanding Officer shall convene an investigation per the JAG Manual, paragraph 0909. Forward the investigative report to JAG via the Commanding Officer, Squadron Commander, Group Commander, Type Commander, and DFAS Cleveland Center. A JAGMAN report of investigation must accompany a letter request for relief, when applicable.

b. <u>Request for Relief</u>. Request relief of liability for physical loss or deficiency of funds per DoDFMR Volume 5, paragraph 060101, and route to DFAS Cleveland Center, Code FFA, via the Commanding Officer, Squadron Commander, Group Commander, and Type Commander. Forwarding endorsements will include specific opinions whether the loss or deficiency occurred while the accountable person was in line of duty, existence of personal culpability, and specific recommendations whether relief should be granted.

13300   ASSISTANCE

a. Commanding Officers of ships and units may request disbursing assistance from the Director, Military Pay and Personnel Field Examination Group (CINCLANTFLT (N41D) or CINCPACFLT (N41D)), Personnel Administration Training Group (PATG), Norfolk; Personnel Pay, and Administrative Training Team (PPAT), ATGPAC, San Diego, and the Type Commander. Provide sufficient information to permit assessment of the complexity of assistance required.

b. In emergencies, disbursing assistance may be requested from large afloat commands with senior Disbursing personnel assigned or from a local PSD Disbursing Office.

13400   TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

a. Settlement of TEMADD Claims

(1) Settle all travel claims within 10 days of submission by travelers.

(2) Liquidate all travel advances no later than 5 days after completion of TAD. If not, institute pay checkage procedures.

(3) Recoup or adjust travel advances when notified that orders have been canceled or modified.

(4) Upon settlement of a travel claim, immediately forward a legible copy of DD 1351-2 with supporting documents to the ship's Personnel Office for completion of the TANGO log.

(5) When there are more than 5 working days between travel, require all travelers to provide proof (copy of travel voucher, DD Form 1351-2) that claim has been submitted before being issued another set of TAD orders. This applies to all TAD orders regardless of whether a travel advance was taken.

(6) Make sure all command checkout lists include a review for unsettled travel claims.

b. Emergency Leave Orders. Members authorized emergency leave in connection with a personal emergency involving travel outside the United States may be provided round trip commercial transportation incident to emergency leave granted per regulations of the Service concerned. Considering the nature of the emergency, commercial transportation may be authorized or approved only when government transportation is not reasonably available. The payment of per diem, or other incidental expenses, is not authorized. Joint Federal Travel Regulations (JFTR), paragraph U7205 applies.

13500   RELIEF OF DISBURSING OFFICER. Sample relieving letter for Disbursing Officers is included as Figure 13-5.

13501   INTERNAL CONTROL PROCEDURES

a. At a minimum, publish written controls and procedures as specified in the DJMS Procedures Training Guide (PTG). Include operational controls for Automated Teller Machines (ATMs), Uniform Microcomputer Disbursing System (UMIDS), Integrated Automated Travel System (IATS), and Master Military Pay Accounts (MMPA).

b. Maintain a file of Military Pay Advisories (MPA) and interim changes in the Disbursing Office. Create and maintain a local index that includes consecutive number, date-time-group, and subject matter.

c. Make sure current manual changes are entered in each of the following Disbursing-related manuals or that the latest digital version is available. In addition to normal mail distribution of printed copies, electronic versions are available from:

DJMS Procedures Training Guide (PTG) DJMS Users Manual.	DJMS changes are available from the DFAS Cleveland Center UMIDS BBS
Joint Federal Travel Regulations (JFTR)	Available on disk from ASN (FM&C) See http:// www.dtic.mil/perdiem/ for ordering information. Also searchable on this web site.
DoDFMR, Vol. 5 DoDFMR, Vol. 7 DoDFMR, Vol. 9	DoDFMRs are available in electronic formats. Download from http:// www.dtic.mil/comptroller Also searchable on this web site.

SAMPLE FORMAT FOR REQUEST FOR AUTHORITY TO HOLD CASH AT PERSONAL RISK

Date:

From: Disbursing Officer, USS FOREVERSAIL (DD 999)
To: Commanding Officer, USS FOREVERSAIL (DD 999)

Subj: REQUEST FOR AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DoDFMR, Vol. 5, par. 030104

1. Per reference (a), request authority to hold cash personal risk for the following persons:

   a. ENS A. A. SMART, Disbursing Officer, $100,000.00 to meet the daily miscellaneous expenditures. This amount is exclusive of cash held for periodic payrolls and to cover the remaining account files for the ATM At Sea system on a daily basis.

   b. DK1 B. B. SHORT, Deputy, $5,000.00 to meet cash requirements for special payments, travel reimbursement and other miscellaneous expenditures.

   c. DK2 C. C. HISTORY, Agent Cashier/ATM Custodian, $2000.00 for miscellaneous expenditures.

2. Additionally, the Agent Cashier is authorized to hold up to $100,000.00 in the ATM safes for the purpose of conducting daily ATM business

3. Cash will be kept in the Disbursing Officer's safe located in compartment 2-70-1-Q, Disbursing Office. The ATM cash will be held in the ATM safes at the following locations: 2-68-0-1, 1-43-2-1, 1-47-0-1. The safes, size 30"X30"X24", are constructed of 1 inch steel plate, are fitted with a three tumbler combination lock and meet the security requirements of reference (a), par. 030304

A. A. Smart
ENS, SC, USN

Date

From: Commanding Officer, USS FOREVERSAIL (DD 999)
To: Disbursing Officer, USS FOREVERSAIL (DD 999)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

1. Approved.

A. B. BLACKSHOE

Distribution:
Original to DO Authorization File
Copy to DO Monthly Financial Returns

Figure 13-1

SAMPLE FORMAT FOR LETTER TO HOLD INCREASED CASH

(date)

From: Disbursing Officer, USS FOREVERSAIL (DD 999)
To: Commanding Officer, USS FOREVERSAIL (DD 999)

Subj: REQUEST FOR AUTHORITY TO INCREASE CASH HELD AT PERSONAL RISK
Ref: (a) DoDFMR, Vol. 5, par. 030105
        (b) DoDFMR, Vol. 5, par. 030304-0305
        (c) DoDFMR, Vol. 5, par. 030105-0106

1. Per reference (a), request authority to hold cash in the total amount of $ _____ based on the following requirements during the upcoming extended at sea period:

    a.   Outgoing:

         (1) Payrolls $ _____

         (2) Other Disbursements $ _____

    b.   Incoming:

         (1) Ship's store sales $ _____

         (2) Foreign Currency sales $ _____

         (3) Money order sales $ _____

         (4) Other Collections $ _____

    c.   Net Monthly Requirement
         (sum of a.) minus (sum of b.) $ _____

    d.   Number of Months Deployed   _____

    e.   Total Cash Required
         (c. times d.) $ _____

2. Increased cash will be drawn on or about (date). Cash is stored in a safe container as prescribed under reference (b). Any excess cash held upon returning from this at sea period will be disposed of per reference (c).

                                        A. A. SMART
                                        ENS, SC, USN

_____
                                                        Date

From: Commanding Officer, USS FOREVERSAIL (DD 999)
To: Disbursing Officer, USS FOREVERSAIL (DD 999)

Subj: REQUEST FOR AUTHORITY TO INCREASE CASH HELD AT PERSONAL RISK

1. Approved.

                                        A.B. BLACKSHOE

Distribution:
Original to DO Authorization File
Copy to DO Monthly Financial Returns

                        Figure 13-2

<u>QUARTERLY CASH VERIFICATION TEAM CHECK-OFF LIST</u>

Ref: DODFMR Vol. 5, Appendix A

I. Cash and Other Assets

    A. Total of U.S. Currency and Coinage $_____   (Line 6.2A of DD 2657)
        1. Disbursing Officer: $_____
        2. Deputy/Agent A $_____
        3. Deputy/Agent B $_____
        4. Deputy/Agent C $_____
        5. Deputy/Agent D $_____

    B. Total of Foreign Currency $_____   (Line 6.2B of DD 2657)
        Exchange Rate: _____ per dollar
        Dollar Equivalent $_____   (Evidence is the receipt of purchases and certificates of revaluation.

    C. Undeposited Negotiable Instruments On Hand $_____   (Line 6.3A of DD 2657)

    D. Funds with Agents outside the Disbursing Office $_____   (Line 6.5 of DD 2657 substantiated by the original of the "Statement of Agent Officer's Account", DD 1081

        1. Ship's Store Operator $_____
        2. Ship's Store Change Fund $_____
        3. General Mess Change Fund $_____
        4. Other $_____

    E. Exchange for Cash Transactions in Transit $_____   (Record of checks issued on Check Record (DD 564) and Line 6.7 of the DD 2657)

    F. Previously Reported as Loss of Funds $_____   (Line 7.3 of DD 2657 substantiated by the Subsidiary Accountability Record (DD 2667) for loss of funds)

    G. Dishonored Checks $_____   (Substantiated by actual dishonored check, debit voucher, Deposit Ticket, Debit Voucher Log, and Schedule of Deposit Activity)

    H. Other $_____

        TOTAL ACCOUNTABILITY $_____   (Must match Lines 5.0, 8.0, and 11.0 of DD 2657)

Figure 13-3

II.   Accounting for Funds

A. Are funds in the hands of agents located in the Disbursing Office carried as currency & coinage on Line 6.2A of the DD 2657 and documented on an original DD 1081?   Yes   No

B. Are funds held by authorized custodians outside of the Disbursing office properly recorded on Line 6.5 of the DD 2657 and documented by an original DD 1081?   Yes   No

C. Are transactions posted to the DD 2657 by the Disbursing Office, or the DD 2665 by Agents and Deputies, performed on the day of occurrence?   Yes   No

D. Is the DD 2665 being prepared by the Agent or the Deputy for each day they conduct business transactions?   Yes   No

E. Are Agents/Deputies turning in funds and/or vouchers a minimum of once per week?   Yes   No

F. Is the Disbursing Officer preparing the DD 2657 for any day he/she performs business, minimum of once per week, the day before, and the day after payday, for audits and on the last day of the month?   Yes   No

G. Do ending accountability figures on Line 5.0, 8.0 and 11.0 of the month end DD 2657 match the "Today" column for Beginning Accountability Line 1.00 entries on the next days' DD 2657?   Yes   No

III.   Verification of Entries on the Daily Statement of Accountability   Yes   No

A. Does the record of Checks Issued or Check Record (DD 564) for the current month equal the sum of Lines 2.1A and 2.1B on the DD 2657?   Yes   No

B. Does the sum of all collection vouchers and other collections made for the month equal the sum of lines 2.3+ 4.1B + 4.1D + 4.1E of the DD 2657?   Yes   No

C. Does the sum of all public vouchers issued for the month equal line 4.1A of the DD 2657?   Yes   No

D. Does the sum of all deposit tickets on hand less debit vouchers received equal line 4.2A of the DD 2657?   Yes   No

IV.   Verification and Records

A. Does the balance of bulk treasury checks on hand equal the balance in the Bulk Treasury Check Log?   Yes   No

B. Is the Disbursing Officer inventorying blank treasury check stocks and attesting to the inventory at least once every 60 days?   Yes   No

C. Are all undeliverable checks on hand properly recorded on the "Returned and Undeliverable Check/Bond Record (DD 2658)?   Yes   No

D. Are there any undeliverable treasury checks over 60 days old?   Yes   No

E. Are voided checks properly defaced and stored pending destruction?   Yes   No

F. Compare the amount of DD 2657 Line 11.0 (less lines 6.7, 6.8, and 7.1 thru 7.4) with the amount authorized to be held at personal risk by the CO letter. If the amount is greater than authorized by the CO, DO is not in compliance with DoDFMR , Vol. 5, par. 030105. Is the DO in compliance?   Yes   No

G. Is the authorization letter from the CO dated on or near 1 October or 1 April?   Yes   No

H. Compare Military Payroll Vouchers and money lists with related pay accounts to ensure payments are posted to the member's account.   Yes   No

V.   Automated Teller Machine (ATM) at Sea Operations

A. Is the "ATM Cash Balance Sheet (DD 2672) being used to balance funds in the ATM?   Yes   No

B. Does the "ATM Ledger" (DD 2670) agree with the Grand Total Terminal Balance Report "Account Balance"?   Yes   No

C. Are unissued ATM cards being inventoried monthly and an entry made in the "Bulk ATM Card Log"?   Yes   No

D. Are ATM passwords and safe combinations being changed every six months, at a minimum?   Yes   No

E. Are accounts of personnel being transferred brought down to zero balance, card destroyed, and account closed upon detachment?   Yes   No

F. Have all "Closed" or "Dormant" accounts over 30 days old been deleted from the ATM System?   Yes   No

G. Is the Disbursing Office "ATM Cash Transaction Ledger" (DD 2671) being prepared for all Terminal 99 transactions?   Yes   No

VI.   Foreign Currency Procedures

A. Is the Disbursing Officer preparing the "Currency Exchange Report" (DD2664) each day accommodation exchanges are transacted?   Yes   No

B. Is a "Foreign Currency Control Record" (DD 2663) being prepared for each type of foreign currency held by the Disbursing Officer?   Yes   No

C. Does the balance on the DD 2663 equal line 6.2B of the Daily Statement of Accountability (DD 2657)?   Yes   No

VII.   Verification of Safekeeping Deposits

A. The following safekeeping deposits were verified:

_____

_____

B. Is the Disbursing Officer inventorying active safekeeping deposits monthly and entering the statement on the next Safekeeping Deposit Record?   Yes   No

COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J

VIII.   Negotiable Instruments

A. Are deposits being made when the on hand balance of negotiable instruments is $1,000.00?	Yes	No
B. At sea, when daily mail service is not available, are deposits of personal checks being made when the total is $5,000.00	Yes	No
C. Are deposits being made at least weekly?	Yes	No
D. When the ship is getting underway for greater than one week, are deposits being made on the last business day before departure and the first day after return to port?	Yes	No
E. Is the person in the Disbursing Office who is cashing the negotiable instrument initialing the instrument?	Yes	No
F. Are all negotiable instruments cashed in the Disbursing Office made payable to "Disbursing Officer, USS _____?	Yes	No
G. Are checks received as collections separated from checks cashed as accommodation exchanges?	Yes	No
H. Are checks received as collections identified as such so that dishonored checks received from collections can be returned to the original receiving activity for recoupment?	Yes	No
I. Is the Disbursing Officer cashing personal checks only within the authorized amount?	Yes	No
J. Upon receipt of a debit voucher, is the Disbursing Officer notifying the member and the chain of command?	Yes	No
K. Are dishonored checks being liquidated no later than the first payday following the receipt of the debit voucher?	Yes	No
L. Has appropriate action been taken for those deposits not confirmed after 45 days from mailing the deposits?	Yes	No

IX.   Finalization

A. Did all members of the CVT sign and certify the results of the cash verification on the DD Form 2657 or a paper attached to the DD Form 2657?	Yes	No
B. Is the CVT Report prepared and properly distributed?	Yes	No
Original to the Commanding Officer?	Yes	No
Copy to DFAS Disbursing Office and Cash Management Office, 95th St. Kansas City, MO 64197-0030.	Yes	No
Copy to the Disbursing Officer	Yes	No
Copy to CVT Records	Yes	No

13-10

SAMPLE FORMAT FOR REPORT OF CASH VERIFICATION TEAM

(date)

From: Cash Verification Team, USS _____

To: Commanding Officer, USS _____

Subj: QUARTERLY CASH VERIFICATION REPORT

Ref: (a) CO USS _____ ltr Ser _____ of _____
           (appointing officer)
      (b) DoDFMR, Vol. 5, Appendix A
      (c) DoDFMR, Vol. 5, par. 030201

1. The quarterly cash verification is meant only to verify that cash and other assets for which the Disbursing Officer is accountable agrees with the total accountability amount recorded as on-hand on the Disbursing Officer's daily statement of accountability. It does not certify the overall health of a disbursing office. Strong management controls exercised by the appropriate members within the chain of command are mandatory and necessary to prevent a major loss or fraud.

2. As directed by reference (a) and in compliance with references (b) and (c), a surprise verification of the Disbursing Officer's cash and Automated Teller Machines (ATMs) operation was conducted on (date). The amounts of $_____ in cash and $_____ in other assets, total $ _____, were on board. These amounts were/were not in agreement with the balance indicated in the Disbursing Officer's Daily Statement of Accountability (DD Form 2657). ATMs were/were not in agreement with the balance shown in the Grand Total Terminal Balance Report.

3. Cash on hand $_____ and other assets $ _____ were returned to the Disbursing Officer. (Disbursing Officer's Name)/(date).

4. The amount brought forward on the daily statement of accountability was verified with amounts reported in the returns for the period to this month. The entries in the Daily Statement of Accountability have been substantiated by the appropriate disbursement and collection vouchers, journal vouchers and other applicable miscellaneous vouchers and were/were not found to be in agreement.

5. The Disbursing Officer has authorization to hold cash at personal risk in the amount of $_____. Verification of cash amounted to $_____ which is/ is not in excess of the amount authorized to be held at personal risk.

6. Safekeeping deposits in the amount of $_____ were also verified and were/ were not in agreement with the safekeeping deposit records.

7. Appropriate entries have been made and signed by the Cash Verification Team in the Daily Statement of Accountability and the Safekeeping Deposit Records.

8. The Cash Verification Team verified the following:

      a. Any unconfirmed deposits? (Yes/No)

      b. Collection of dishonored checks? (Yes/No)

      c. Previous deficiencies have/have not been corrected by the D.O.?

      d. Bank deposits timely? (Yes/No)

      e. Current Letters of Authorization onhand? (Yes/No).

9. Recommendation(s):

        (TEAM MEMBER SIGNATURE)   (TEAM MEMBER SIGNATURE)

Copy to:
DO USS _____
DFAS-DCMO Kansas City
COMNAVSURFLANT/COMNAVSURFPAC N41

Figure 13-4

SAMPLE FOR DISBURSING OFFICER RELIEVING LETTER

(Date)

From: LT I. M. HISTORY, SC, USN, 111-22-3333/3100
To: Commanding Officer, USS FOREVERSAIL (DD-999)

Subj: RELIEF OF LT I. M. HISTORY AS DISBURSING OFFICER IN USS NEVERSAIL BY ENS I.M. GREEN

Ref: (a) DoDFMR, Volume 5, par. 020401

Encl: (1) Cash Verification Letter of (date)

1. Approval is requested for LT I. M. HISTORY to be relieved of his/her duties as Disbursing Officer in USS NEVERSAIL by ENS I. M. GREEN as of close of business this date.

2. Per reference (a), a joint inspection of the Disbursing Division has been conducted and the following discrepancies noted:

     a._____

     b._____

3. A Cash Verification Team was convened and all cash, other assets, postal stock, and safekeeping deposits have been verified as correct, as outlined in enclosure (1). All blank treasury checks and money orders have been inventoried with no discrepancies.

4. The officer to be relieved has accomplished the following:

    a. Submitted final Statement of Accountability (SF 1219) and all substantiating documentation. The relieving officer has signed a certificate of acceptance for total accountability transferred on the SF 1219.

    b. Notified the Department of the Treasury of the termination of all deputy and agent positions currently held.

    c. Delivered the signature plate to DFAS-DCMO Kansas City for destruction when it will not be used again. Once destroyed, a properly executed certificate identifying the specific plate and date of destruction shall be furnished to the D.O.

    d. Transferred custody of check signing machine (if applicable) to relieving officer.

    e. Transferred all passwords for UMIDS/ATMs (if applicable) to relieving officer.

5. The relieving officer has accomplished the following:

    a. Submitted to the DFAS-DCMO Kansas City specimen signatures and a letter notifying commencement of disbursing duties.

    b. Submitted letter of introduction and specimen signatures to local financial institution where command disbursing business will be conducted.

    c. Changed all disbursing safe combinations and documented same.

    d. Prepared letter for Commanding Officer's signature authorizing cash to be held at personal risk.

   e. Prepared appointment letters for each deputy and agent cashier.

   f. Verified that all required publications and instructions are on hand and up to date.

6. The officer to be relieved has not cashed a personal check of his/her own in the last 30 days before detachment.

7. The following dishonored checks are held:

   Name   Rate   Amount   Date

8. The overall condition of the disbursing division was found to be satisfactory.

9. There is no disagreement between these officers as to the conditions discovered.

          I. M. HISTORY   I. M. GREEN

                                                           DD-999
                                                           7000
                                                           Ser
                                                           Date

FIRST ENDORSEMENT on LT I. M. HISTORY and ENS I. M. GREEN ltr of   date

From: Commanding Officer, USS NEVERSAIL (DD 999)
To: LT I. M. HISTORY, SC, USN
ENS I. M. GREEN, SC, USN

1. Approved.

                                        A. B. BLACKSHOE

Figure 13-5

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CHAPTER 14

TRAINING

14000   INTRODUCTION. Leadership responsibilities include training and developing subordinates. Proper training promotes professional growth, sound judgment, personal growth, and job satisfaction. Only when subordinates are adequately trained can the ship's mission be carried out effectively. Training cannot be left to chance. Training programs that involve a balance of professional, military, and personal growth are the basis for increased productivity. To be effective, training must include active on-the-job training, job rotation, and a formal plan tailored to the organization's needs. Training must be documented to ensure continuity during personnel changes.

14100   STANDARDS OF CONDUCT. All Supply Department personnel must receive semiannual Standards of Conduct training as contained in DOD Directive 5500.7, SECNAVINST 5370.2J, and NAVSUP P-487, Appendix E.

14200   FORMAL TRAINING. Supply Officers will establish a formal training program that is responsive to the ship's needs. Assistance in establishing the formal training program may be obtained from Regional Support Group (ATG) or Afloat Training Group (ATG). To provide the basis for the ship's formal training program, the following reference information and minimum required records should be available and kept current:

a. Lesson Plans. Lesson plans for SK, SH, MS, DK, and PC ratings are available from the TYCOM. Lesson plans will be prepared and updated for each curriculum topic and individually approved and dated by the Supply Department Training Officer. The LCPO must review and initial all lesson plans and ensure that training has been accomplished.

b. Curriculum by Rating. A listing of training subjects should be developed for each person in each rating. The Lesson Plan table of contents serves as an excellent basis for the development of curriculums. Monthly, quarterly, and annual training schedules for AK, SK, PC, MS, SH, LI (where applicable) and DK will be maintained.

c. Personnel Advancement Record Sheet. A Personnel Advancement Record Sheet (NAVPERS 1414/4) will be kept for each person. Training officers must ensure that progress recorded in the Master Record is posted to the individual NAVPERS 14144/4 held by the departmental training officer. The Training Officer must ensure that the NAVPERS 1414/4 is entered in the individual's service record before transfer.

d. Division Officer's Notebook. A division officer's notebook must be maintained for recording pertinent personal information about each crewmember. Several different pre-printed forms are available for this purpose. SNAP II/III also has a division officer's notebook module under the ADMIN subsystem. Information should be entered in all applicable blocks of the form used. Record correspondence courses completed, schools attended, and performance evaluations on this form.

e. Supply Rating PQS. Ensure formal PQS established for each rating is accomplished.

f. Supply NEC Requirements. Ensure all required NECs are onboard.

14300   SERVICE SCHOOLS. The Fleet Training Center (FTC) offers valuable courses for afloat supply personnel. For quotas or additional information, contact the Supply & Training Officer at FTC.

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CHAPTER 15

FLEET COMMANDER CENTRALLY MANAGED OPERATING BUDGET (CMOB)
FUEL OPEN ALLOTMENTS

15000   INTRODUCTION

a. The guidance in this chapter is intended to amplify existing procedures in NAVSUP P-485, , CINCLANTFLT/ CINCPACFLTINST 4026.1, NAVPETOFFINST 4290.1, and other pertinent directives and applies only to end users. Guidance for managing fleet issue cargo fuel by Atlantic Fleet oilers is in COMNAVSURFLANTINST 4400.2E. NAVSURFPAC commands use CINCPACFLTINST 7100.2, Pacific Fleet Centrally Managed Allotment for Ship's Fuel and Utilities for additional guidance.

b. An open allotment has been established to centrally fund charges for fuel (NAVSURFLANT commands see paragraph 7209 for utilities) against the Fleet Commanders' Centrally Managed Operating Budgets (CMOB). Deploying units with a unit identification code (UIC) assigned, a service designator code "R" or "V" under the operational control of a numbered Fleet or Type Commander, receiving OPTAR funds under NAVSO P-3013 procedures, and filing a Monthly Summary of Fuel Inventory and Steaming Hours Report (Navy Energy Usage Reporting System (NEURS)), are authorized to cite the open allotment.

c. Charge obligations for fuel to the appropriate Fleet Commander's CMOB. See Figure 15-1 for appropriation data. Do not report or record charges to open allotments as obligations affecting the ship's OPTAR.

15100   FUEL PURPOSE

a. Requisition fuel citing the CMOB for the following purposes:

(1) Ship's propulsion.

(2) Small boat propulsion, including fuel required for unit's embarked boats/crafts. Report as consumed in the same manner as ship's boats, without reference to the name of parent command, on the Monthly NEURS Report. See OPNAVINST 4100.11B for further details.

(3) Auxiliary Equipment Operation.

(4) Steam Power Generation.

b. Fuel, Naval Distillate (F76), Marine Gas Oil (MGO) and other distillate fuel oils, aviation or automotive gasoline (MOGAS), or commercially acceptable substitutes, and fuels procured for L-FORM are charged to the CMOB when used for ship's propulsion, steam or power generation.

c. Fleet Commanders establish obligations for fuel based on data reported in the NEURS report and are billed for issue quantities reported by the issuing activity. Therefore, the Supply Officer will make sure that any issue, receipt, or turn-in quantity discrepancy is immediately resolved so the NEURS report will be accurate. To accomplish this, include the Supply Officer in the routing of the NEURS report before submission. An information copy of all public vouchers with substantiating documents for procurement from non-Navy sources of materials or services chargeable to the CMOB will be forwarded to the Fleet Commander. A DD Form 1155 will be prepared for each purchase of fuel from a foreign/commercial source (including foreign tankers). See paragraph 15500 below for preparation of procurement documents. The completed DD Form 1155 and the dealer's invoice will be forwarded to Defense Finance & Accounting Service-Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS CO-SFFI, P.O. Box 182317, Columbus, OH 43218-6251.

15200   BUNKER FUEL SOURCES. Five separate sources of bunker fuel exist:

a. Government Stocks Ashore. FISCs, Naval Fuel Depots, etc.

b. Government Stocks Afloat. Fleet oilers, Defense Energy Support Center (DESC) contracted tankers, etc.

c. Government Bunker Contracts. Foreign and Domestic Sources under contract either to DESC or to local Navy activities.

d. Bilateral Exchange Agreements. Prearranged sources in foreign ports where U.S. stocks and bunker contracts do not exist and from foreign Navy oilers.

e. Local purchase. CONUS or Overseas.

15300   PRIORITIES IN DETERMINING FUEL SOURCES. U.S. Navy ships will obtain bunkering from government-owned stocks, where available. Where such stocks are not available, but government bunker contracts are in effect, these contracts must be used. In some locations where U.S. stocks and bunker contracts do not exist, use of bilateral exchange agreements may be possible. NAVPETOFFINST 4025.1 provides sources of U.S. Government-owned fuel in CONUS and overseas ports.

15400   LOCAL PURCHASES OF BUNKER FUEL

a. When none of the above options are available, local purchase is authorized when the following conditions are met:

(1) U.S. Government stocks, DESC bunker contract sources and Fuel Exchange Agreements are not available.

(2) Operational considerations prevent delay of fueling operations until U.S. Government owned or DESC contracted sources for fuel are available.

b. Obtain an authorization number from NAVPETOFF for conditions other than above. Commercial procurement must be kept to a minimum and should only occur when absolutely necessary. NAVPETOFFINST 4290.1 provides CONUS and overseas commercial bunker contract listing.

15500   PREPARATION OF PROCUREMENT DOCUMENTS. Requisitions for fuel are prepared by the ship's Supply Department on a DD Form 1155, Order for Supplies or Services. The following describes required information on the DD Form 1155 for USN end-use ship purchase transactions on DESC bunker contracts and local purchases of bunker fuels. NOTE: Blocks 13 and 15 are essential to ensure proper and timely payment of dealer invoices.

a. Block 1: Contract/Purchase Order Number. If the order is placed under a DESC bunker contract, enter the DLA contract number.

b. Block 2: Delivery Order No. Blank or as applicable.

c. Block 3: Date of Order. Enter the date the order was placed with the contractor.

d. Block 4: Requisition/Purchase request No. Enter a complete MILSTRIP requisition number (i.e., Service designator and UIC of the requesting ship, Julian date, and serial number). The requisition Julian date must be the same as the date of delivery.

e. Block 5: Blank.

f. Block 6: Issued By. Enter the name, hull number, and DODAAC of the requesting ship/Fleet unit. Include the ship's complete mailing address and telephone number.

g. Block 7: Administered By. For bunker contracts established by DESC, enter DESC, 8725 John J. Kingman Rd., Suite 2941, Ft Belvoir, VA 22060-6222. For local purchases, enter the name and address of the appropriate type commander.

h. Block 8: Delivery FOB. Enter and "X" in the destination block.

i. Block 9: Contractor. Enter the contractor's complete name and mailing address to which payment is to be made.

j. Block 10: Delivery to FOB Point By. Enter the required delivery date.

k. Block 11: Check If. Place and "X" in the appropriate block if applicable.

l. Block 12: Discount Terms. Describe discount terms if offered.

m. Block 13: Mail Invoices To. "See block 15".

n. Block 14: Ship To. Enter the name and complete address of the delivery location.

o. Block 15: Payment Will Be Made By. Defense Finance and Accounting Service-Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS-CO-SFFB, P. O. Box 182317, Columbus, OH 43218-6251.

p. Block 16: Type Of Order. Place an "X" in the delivery Block if Block 1 is a DLA contract and the Supply Officer is acting as the Ordering Officer. Place an "X" in the Purchase Block if this is a local purchase of fuel.

q. Block 17: Accounting and Appropriation Data. Use the following accounting data for all commercial purchases of fuel from DFSC bunker contracts and local purchases of fuel.

Appropriation and Subhead	97X4930.5CF0
Object Class	261
Bureau Control Number	BLANK
Suballotment	1
Authorization Accounting Activity	33150
Transaction Type Code	BLANK
Property Accounting Activity	BLANK
Cost Code (12 digits)	R/V and UIC of ship receiving fuel, followed by appropriate Fund Code (39, 43) and four (4) zeros.

r. Block 18: Item No. Enter the item number from DLA contract.

s. Block 19: Schedule of Supplies/Services. Enter product, i.e., MGO, FND, etc., Type: &&, Signal Code: A, Fund Code: 39 or 43 (as appropriate)

t. Block 20: Quantity Ordered/Accepted. Enter the quantity of fuel ordered and accepted.

u. Block 21: Unit of Issue. Enter the unit of issue. Normally metric to (MT).

v. Block 22: Unit Price. Leave blank for DLA bunker contracts. DFAS will use escalating tables to determine proper price.

w. Block 23: Amount. Leave blank.

x. Block 24: Sign.

y. Block 26: Place an "X" in INSPECTED, RECEIVED AND ACCEPTED Blocks. Sign and date.

15600   REQUISITION/ACCOUNTING PROCEDURES. When obtaining fuel from various sources, Supply Officers should review requisitioning and accounting procedures to avoid documentation problems. The following applies to requisitioning fuel:

a. Fuel obtained from government stocks is funded by the CMOB open allotment. (See figure 15-1)
b. All commercial purchases (CONUS or out-CONUS) of ship's fuel, including deliveries from foreign ships, are processed through the Navy Working Capital Fund (NWCF) vice the CMOB open allotment. (See figure 15-1)

c. All delivery charges such as barge charges, tug services, etc., associated with the delivery will be billed to the NWCF.

d. Use the appropriate requisition serial number from Appendix B.

e. Lube oil requirements will be funded from the ship's OPTAR, citing Fund Code _9.

f. Fuel for boats and craft assigned to a staff or activity without a "parent ship" to provide fuel support will be procured with OPTAR   funds citing Fund Code _9 instead of the CMOB. Staff or other TYCOM activity boats or craft provided fuel by a ship meeting the criteria will not charge OPTAR funds since the cost of the fuel will be reported by the ship through submission of the monthly NEURS report.

15700   DETENTION/DEMURRAGE/BACKHAUL/DOWNGRADE. Certain associated charges accrue as a result of the ship or activity failing to meet delivery criteria of a commercial contract for bunker fuel. All of these charges are paid from OPTAR citing Fund Code _U by the activity at which they occur.

a. Detention is a charge by the commercial carrier for holding commercial trucks and tractors/trailers beyond the allowed "free" time. Surface Force units incur detention charges when MOGAS, bulk lube oil, ordnance material, etc., are delivered by commercial trucks, and trucks delivering these items are kept waiting.

b. Demurrage is similar to detention, except that it applies to holding rail cars and barges beyond the allowed "free" time.

c. Backhaul/Downgrade charges are incurred when delivery is refused for all or part of a product and it must be returned to the delivering activity. These charges normally amount to the minimum contract price.

d. Overtime costs incurred during fueling/de-fueling are chargeable to the ship's OPTAR, citing Fund Code _U.

e. The ship will certify the bill for payment from OPTAR funds. Where charges are questionable, notify TYCOM via message and request assistance and resolution. Maintain all original documents on board pending resolution.

f. Incurring detention, demurrage, back-haul, downgrade, or overtime charges are not considered adequate justification for an OPTAR augment.

15800   FUEL EXCHANGE AGREEMENTS (FEA). Upon receipt or issue of fuel under a Fuel Exchange Agreement (FEA), NAVPETOFFINST 4025.1 and NAVSUP P-485, paragraph 8414, require a copy of all documentation to be mailed immediately upon completion of the transaction to Defense

 Finance & Accounting Service, Operating Location, (DFAS-OPLOC), Code AAMD, 9712 Virginia Avenue, Norfolk, Va. 23511-3297. A message will also be sent to DFAS OPLOC Norfolk VA//AAMD//. The message will include Type Commanders as information addressees:

a. SUBJ/RECEIPT OF FUEL UNDER A FEA// or /ISSUE OF FUEL UNDER A FEA//.

b. UIC of USN ship.

c. Name and nationality of foreign vessel or shore station issuing or receiving fuel.

d.   Nationality of Vessel/Shore Activity.

e. Fuel quantity issued/received (in U.S. gallons).

f. Date of issue/receipt.

g. Grade of product issued/received.

h. Document number used.

i. Supplementary Address: N00612.

j. Signal Code.

k. Fund Code.

(NAVPETOFFINST 4025.1E 30SEP99)

<center>CMOB FUEL ACCOUNTING DATA</center>

End-Use. Use the following accounting data for end use purchases from U.S. Government-stocked fuel/utilities:

NAVSURFLANT Active Fleet
Fuel   17*1804.60BA 000 00060 F 060951 2D V(UIC) 00********/39
Utilities   No longer CMOB funded. See paragraph 7209.

NAVSURFLANT Reserve Fleet
Fuel   17*1806.60BA 000 00060 F 060951 2D V(UIC) 00********/43
Utilities   No longer CMOB funded. See paragraph 7209.

NAVSURFPAC Active Fleet
Fuel   17*1804.70BA 000 00070 F 068688 2D R(UIC) 00********/39
Utilities   No longer CMOB funded. See paragraph 7209.

NAVSURFPAC Reserve Fleet
Fuel   17*1806.70BA 000 00070 F 068688 2D R(UIC) 00********/43
Utilities   No longer CMOB funded. See paragraph 7209.

 * Insert the last digit of applicable fiscal year
******** Insert four digit Julian date and serial number (see Appendix B)

Navy Working Capital Fund (NWCF)-End Use: Ships procuring fuel for end use **from commercial sources** or foreign governments not covered by a Fuel Exchange Agreement (FEA) cite this NWCF accounting data:

Active Fleet

97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK **#**(UIC)390000

Reserve Fleet

97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK **#**(UIC)430000

Insert the applicable service designator (R/V)

Navy Working Capital Fund (NWCF)-Fleet Oilers Ships: Fleet Oilers NWCF ships procuring fuel from commercial sources or foreign governments not covered by an FEA cite this accounting data:

Fleet Oiler

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK **#**(UIC)UZ0000

NWCF Ships Carrying JP5 fuel in NWCF

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK **#**(UIC) 00********UZ

Insert the applicable service designator (R/V)
******** Insert four digit Julian date and serial number

Serial Numbers: Serial numbers are standardized Navy-wide based upon fuel type and activity receiving fuel. Serial numbers indicated on the chart below will always be used:

TRANSACTION	DFM	JP5	BULK LUBE OIL

Requisition from: CV/CVN/LHA/LHD	6600	1999	6601
Requisition from all other ships	6500	6501	6502
Sales to Foreign ships	6700	6701	6702
Offloads	7600	7601	7602

Figure 15-1

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Chapter 16

Postal Operations

16000   GENERAL. This chapter contains the essential elements of postal operations scrutinized during assessments and inspections. Comprehensive instructions are contained within references listed below. Postal operations while deployed require a significant amount of planning and reporting. Consult the appropriate OPORDERs and theater Logistics Manuals for guidance. Naval Warfare Publication 4-09, Part III, Postal Services, provides an overview of operational mail matters.

16100   REQUIRED PUBLICATIONS. The following publications are required:

a.	OPNAVINST 5112.4B	Contains DOD 4525.6-M, Volume 1, Military Post Office Operating Procedures and 2
b.	OPNAVINST 5112.5A	Contains DOD 4525.6-M, Volume, 2, Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers
c.	OPNAVINST 5112.6C	Department of the Navy Postal Instructions
d.	CINCLANTFLTINST 5110.1F	Navy Postal Service in the Atlantic Fleet Area
e.	CINCPACFLTINST 5112.1B	Navy Postal Service in the Pacific Fleet Area
f.	CINCLANTFLT PO Handbook	Atlantic Fleet Post Office Desk Guide
g.	CINCPACFLT PFO Handbook	Pacific Fleet Postal Finance Officer Guide
h.	USPS DMM	Domestic Mail Manual
i.	USPS IMM	International Mail Manual
j.	USPS ASM	Administrative Support Manual
k.	USPS POM	Postal Operations Manual
l.	USPS PB	Postal Bulletins (biweekly updates, retain one year)
m.	USPS Pub 65A	National Zip Code and Post Office Directory (current year)
n.	USPS Pub 52	Acceptance of Hazardous, Restricted, or Perishable Matter
o.	USPS HBK T-7	USPS Transportation Handbook
p.	USPS Pub 223	USPS Directives and Forms Catalog
q.	USPS Pub 247	USPS Supply and Equipment
r.	USPS HBK PO-423	Requisitioning Labels
s.	USPS Pub 4	Importing Animal and Plant Products Through Overseas Military Post Offices
t.	JMPA-Pacific Port Guide	

16200   ASSIGNMENT OF POSTAL PERSONNEL

a. Postal Officer. All commands operating a post office must have a Postal Officer designated in writing by the Commanding Officer. The postal officer must be a Chief Petty Officer or higher. He/she is responsible for the supervision of command postal operations. If a PCC, PCCS, or PCCM is assigned to the ship, he/she should be designated as the Postal Officer. Detailed duties are contained in reference (a) through (c). NAVSURFLANT Disbursing Officers are specifically precluded from being assigned Postal Officers.

b. Reserve Custodian. Designated in writing by the Commanding Officer, the Reserve Custodian's duties are listed in reference (a) above. The designation letter should must specify three duties: Custodian of Blank Monday Orders, Custodian of Reserve Stamp Stock and Money Order Auditing and Verifying Officer. The Reserve Custodian provides financial oversight of money order business and provides safekeeping for stamp stock to replenish the Post Office. The Reserve Custodian must be a Chief Petty Officer or higher of the Postal Clerk rating or a commissioned officer. The Reserve Custodian may not be an audit board member. On smaller ships, the Disbursing Officer is often the Reserve Custodian.

c. Auditing Officer. Auditing Officers conduct monthly surprise audits of all postal accounts. Auditors must be commissioned officers designated as members of the Command Monies Audit Board. Designation may be made either by Commanding Officer letter (preferred), or by listing in the command collateral duties bill per OPNAV 3120.32C. The Postal Officer may serve as an auditor if he/she is a commissioned officer and holds no postal accounts.

d. Custodian of Postal Effects (COPE). The COPE is responsible for the day to day operation of the post office and should be the ship's senior Postal Clerk. Use DD Form 2257 to designate the COPE. References (a) and (b) above specify COPE duties.

e. Military Postal Clerk (MPC) and Alternate Postal Clerk (APC). All other personnel assigned to the post office. Use DD Form 2257 to designate MPCs. A service record Page 13 entry is required for each person designated as an MPC. Issue DD Form 285 Appointment Cards to Military Postal Clerks.

f. Mail Orderly. Divisional representatives who pick up mail at mail call. Designate mail orderlies using the DD Form 285.

g. Command Official Mail Handler. To be assigned from the Administrative department. Responsibilities include internal control of official mail, including custody and affixing of stamps for official mail.

16300   STANDARD OPERATING PROCEDURES. Per reference c. above, each command operating a post office shall issue standard operating procedures in the form of an instruction directive citing pertinent information relative to mail service and facilities within the command. The instruction shall contain, as a minimum, the following:

a. Complete and correct mailing address.

b. Post Office operating hours.

c. Location of mail boxes.

d. Mail collection and closeout times.

e. Postal Officer, Reserve Custodian, Audit Board, and Custodian of Postal Effects (COPE) responsibilities.

f. Customs procedures and requirements

g. Physical security for the protection of mail and postal effects and access to post office working spaces.

h. Transportation of incoming/outgoing mail: mode and necessary security.

i. Procedures for the preparation, internal routing, and submission of required reports.

j. Guidelines for blank money forms accounting, auditing money order reports, and exchanging cash for U. S. Treasury Checks.

k. Emergency destruction of USPS funds, accountable paper, mail, equipment, and records.

16400 PHYSICAL SECURITY. Minimum standards for post office physical security are:

a. A high security lock and hasp on each door.

b. An inspection port (window) in each shipboard post office to allow roving security personnel to view the office interior after hours.

c. Access is limited to the Commanding Officer, Executive Officer, Postal Officer, COPE, and MPCs. An authorized person must accompany all other personnel, including auditors.

d. The COPE shall be the sole custodian of the post office keys. The Commanding Office or his designated representative shall hold a duplicate set of keys for safekeeping. Use PS Form 1096 to receipt for these keys. Seal keys delivered for safekeeping in a post office key envelope, PS Form 3977.

e. The COPE will maintain a receipt for all keys issued to other postal clerks. In the event a duty key is established a key log will be maintained at all times.

f. Permanently attach post office safes to the structure of the ship to prevent removal. Change safe combinations at least annually or more often if required by other regulations.

16500 FIXED STAMP CREDITS. A fixed credit is stamp stock advanced to the ship for sale to the crew. Administration of fixed credits is as follows.

a. The COPE will receipt for the credit consigned to the command using PS Form 3369. The COPE is solely responsible for the maintenance of this fund. All credits sub-custodied to other persons (including the reserve custodian) are issued by the COPE, and receipted for on a separate PS Form 3369.

b. Ships shall maintain a minimum fixed stamp credit of at least $5,000.00. Units in dry-dock or otherwise inactive (M-5 readiness) may possess less credit at their discretion. Stamp stock for deployment readiness shall be $20.00 to $25.00 for each person attached to the vessel (round up to the nearest $100, include embarked strength). Deploying ships will increase onboard credit before a deployment, and decrease credit after the conclusion of that deployment. Units active but not deployed shall maintain minimum stamp stock levels. Procedures to increase and decrease fixed stamp credits are contained in references (a), (d) and (e).

c. Credits issued to window clerks (MPC accounts) shall not exceed $1,000.00 without written permission from the Commanding Officer.

d. Stamps must be requisitioned from the source of supply at least monthly or whenever fixed credit cash equals 25 percent of the value of the account, whichever is earlier.

e. Requisition stamp stock from the source of supply using PS Form 17. References (a), (d) and (e) apply.

f. The COPE shall maintain a PS Form 3295 (Daily Record of Stamps and Stamped Paper) on all bulk accounts.

16600   MONEY ORDERS. Postal money orders may be stocked at each post office and sold to the crew as follows:

a. Maintain a supply of at least five month's worth of blank money orders. Order blank money orders from the Postal Finance Office using PS Form 17. Blank money orders are issued in multiples of 1000.

b. NAVSURFPAC units only. When blank money orders are received, send a message to COMNAVSURFPAC acknowledging receipt.

c. Use a separate DD Form 885, Money Order Control Record, for each series of blank money orders received. The Reserve Custodian and the COPE shall maintain duplicate DD Form 885s.

d. The Reserve Custodian shall issue blank money orders to the COPE sufficient for each day's business. The COPE shall return all unused blank money orders at the conclusion of the day. Do not hold blank money orders in the post office overnight. Use DD Form 885 to transfer custody of blank money orders between persons.

e. Prepare a PS Form 6019 for each day's money order business. The Money Order Auditing and Verifying Official shall review and sign each 6019 report.

f. The Disbursing Officer shall prepare an ex-cash remit check for each day's money order business. The check shall be prepared the same day as the money order business is conducted.

g. Dispatch the money order report to USPS the next working day via registered mail.

h. Stolen money order lists are published in the Postal Bulletin. The MPC must maintain a list of stolen money orders in the post office.

16700   AUDITS. Audit all accountable items in the post office monthly. All monthly audits shall be surprise audits. Vary audits throughout the months to avoid a pattern of predictability. Do not conduct audits on the last three working days of the month. References (a) through (e) above contain guidelines for conducting audits. Important points are:

a. Only commissioned officers duly appointed to the Command Monies Audit Board shall conduct required monthly audits.

b. Items that must be audited are: all stamp accounts including vending and reserve accounts, all blank money orders, all postage meter accounts, and all accountable equipment listed on PS Form 1590. An audit of all money order reports will be conducted since the last monthly audit. Audit all accounts on the same day.

c. Two or more members of the Command Monies Audit Board shall count each account audited. The Postal Officer, regardless of whether a member of the audit team, will be present for the audit.

d. Document each account audited with DD Form 2259 and maintain a DD Form 3368, Record of Audits, for each account.

e. Audits conducted during the months of September, December, March, and June are quarterly audits. (NAVSURFLANT SHIPS) Forward them to CINCLANTFLT (N412P) for ships with FPO

AE address or CINCLANTFLT Postal Advisor, Mayport for ships with FPO AA address per reference (d). NAVSURFPAC SHIPS) Forward them to the Postal Finance Office per reference (e). The Postal Advisor/Postal Finance Officer will review each quarterly audit and send a critique letter to the Commanding Officer. The COPE is responsible for the proper preparation of the quarterly audit form. References (d) and (e) contains preparation instructions. Forward copies of quarterly audits within ten working days after audit completion. Retain the original audit in the post office files.

f. The Commanding Officer must sign or initial each DD Form 2259.

16750　INSPECTIONS. CINCLANFLT and CINCPACFLT designate Postal Advisors and positions them to conduct postal inspections, assessments, and training visits. The Postal Advisor program is governed by reference (c). Only properly designated Postal Advisors may conduct shipboard assessments and inspections. The Postal Officer and COPE must be present for all official inspections and visits.

a. All NAVSURFPAC units operating post offices shall have those offices examined during the SMA and SMI cycle. NAVSUFLANT units will have annual Postal assessment visits and predeployment TAV.

b. CINCPACFLT postal visits are:

(1) Postal Assessment Visit (PAV). The standard annual inspection conducted by a Postal Advisor. The PAV cycle is no more than 12 months from the date of the last PAV. Requested by the ship.

(2) Postal Inspection. A formal postal assessment made by direction of higher authority. This may count towards annual PAV requirement at the discretion of the Postal Advisor.

(3) Supply Management Inspection (SMI). A formal assessment of postal operations in conjunction with the SMI. Satisfies the annual PAV requirement.

(4) Supply Management Assessment (SMA). A training visit to bring the command up to CINCLANT/PAC standards. Satisfies the annual PAV requirement.

(5) Limited Logistics Team Trainer (LLTT Precom) for pre-commissioning units. Training visit for new commands. Requested by the ship. Does not satisfy the annual PAV requirement.

(6) Training Assist Visit (TAV). Any training assist visit made by postal advisors. TAVs are informal visits usually made at the request of the command. Does not satisfy annual PAV requirement.

(7) Predeployment PAV/TAV. A visit made to assess readiness for deployment, either formal or informal. Requested by the ship. May satisfy annual PAV requirement at the discretion of the Postal Advisor.

(8) Decom Assist. A visit to assist a unit with decommissioning procedures. Requested by the ship.

(9) Investigation. Visit to investigate a suspected postal offense. Usually requested by higher authority.

(10) Audit. A surprise visit to audit all postal accounts held by a command. May count towards the monthly audit requirement, if the monthly audit has not yet been conducted.

16800　REGISTERED MAIL. Registered mail may contain material up to the classification of SECRET and must meet standards for SECRET material at all time. Important points are:

a. Keep registered mail under constant surveillance at all times. Never leave it unprotected. Registered mail must be kept locked in a safe when awaiting delivery or dispatch.

b. Maintain a chain of custody on articles of registered mail at all times by using the following documents to transfer accountability:

(1) DD Form 2261, Registered Mail Balance, is used to transfer custody of registered mail articles on hand within a post office and is used daily to balance all registered mail receipts.

(2) PS Form 3854 and PS 3854A transfers accountability between post offices.

(3) PS Form 3883 receipts for registered articles delivered to an organization.

(4) PS Form 3877, Firm Delivery Book, is used by organizations to deliver registered mail to the Post Office.

(5) PS Form 3849, Receipt, is used to deliver registered mail to an individual.

(6) OPNAV 5110/9, DD Form 1384 (TCMD), and PS Form 2942A (AV-7) (NAVSURFPAC units only) are cargo manifests used to transport registered mail on various air and surface cargo transports

(7) PS Form 3806, Window Receipt, is used for registered mail articles accepted over-the-counter at the post office.

c. Conduct a balance of registered mail every day using DD Form 2261 or a similar locally prepared form. The registered balance is a simple ledger that verifies accountability by listing all incoming registered pieces on one side of the form and balances it by listing all outgoing registered pieces on the other side of the form. The balance must be witnessed, preferably by the Postal Officer.

d. All registered mail "inside" bills must be witnessed. This applies to both incoming and outgoing registered bills (usually PS Form 3854 or 3854A). Maintain two-person integrity whenever opening or closing a registered pouch.
e. When transferring registered mail at sea:

(1) For highline transfers, place registered mail into weighted jettison bags. Place ordinary mail into floatation bags.

(2) When transferring mail via aircraft (COD/VOD), carry all mail (including registered mail) internally within the aircraft, never slung underneath.

16850   DIRECTORY SERVICE. Provide postal directory service for all undeliverable mail. The elements of directory service are:

a. Postmark the reverse side of all mail not delivered on the day received with the command's directory service stamp.

b. Process all mail for persons who have transferred against the directory service file and forward as requested.

c. Each person that reports to, or departs from, a Navy command must complete an OPNAV Form 5110/5 (Directory Service Card). Maintain directory cards for as long as that individual remains attached. Maintain directory cards for transferred personnel for one year from the date of transfer. Forward mail for one year from the date of transfer.

d. Perform directory service every day.

16900 <u>POSTAL POINTS OF CONTACT</u>. Contact postal advisors by any of the following means:

CINCPACFLT/COMNAVSURFPAC	CINCLANTFLT/COMNAVSURFLANT
Mail:	Mail:
Postal Advisors Office	Fleet Postal Officer
(or Postal Finance Office)	CINCLANTFFLT (N412P)
4070 Surface Navy Blvd., Suite 3	1562 Mitscher Ave, Suite 250
San Diego CA 92136-5287	Norfolk, Va. 23551-2487
Telephone:	Telephone:
Commercial (619) 556-8950, or 8951	Commercial (757) 836-6709/6973
Commercial FAX: (619) 556-6998	Commercial FAX: (757) 836-6713
DSN Prefix: 526	DSN Prefix: 836
SALTS Address: MPSA CPF DET SAN DIEGO CA (EFN)	SALTS Address: MPSA CINCLANTFLT (00A)

E-Mail Address: n4161a@hq.cnsp.navy.mil

16950 <u>MANAGEMENT CONCERNS</u>. Postal Officers should be alert for the following:

a. During deployments, Postal Clerk workload increases many times. On small ships with only one PC, extra sailors are necessary to assist the PC on a full time or part time basis. Provide support in the form of working parties and ground transportation. Due to the relatively junior standing of postal clerks on small ships, Supply Department Chief Petty Officer and Officer support may be needed to obtain the necessary resources.

b. The Postal Officer should observe the INSIDE of the Post Office daily. Warning signs to watch out for include undelivered mail, outgoing mail not dispatched regularly and a backlog of directory service mail.
c. In event of the unplanned loss of the Postal Clerk, an alternate must be appointed. Advance planning and training can avoid a crisis.

d.   Postal Officers should conduct weekly inspections of the post office as required by references (a) and (c).

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APPENDIX A

SUPPLY OFFICER'S MONTHLY REPORT TO THE COMMANDING OFFICER
AS OF _____ (last day of the month)

PART I - FINANCIAL MANAGEMENT

	Balance	Expended	Time Elapsed
1. OPTAR Status:			
EMRM	$_____	_____%	_____%
Other	$_____	_____%	_____%
Total	$_____	_____%	_____%

2. Material Outstanding Validation (MOV)
Number outstanding requisitions _____
Number reviewed (100% total is required monthly) _____
$ value of cancellations generated $_____ _____%
The following departments did not return their MOV listing:

3. DFAS Listings Processing:

    a. Type Listing   Month Date Rcvd   Date Due   Status

    b. Summary Filled Order Expenditure Difference Listing:
           _____
           (date received)

Total dollar value $_____
Total dollar value above threshold charges $_____
Total dollar value DLR charges $_____
DLR challenges $_____
Total dollar value challenges $_____

4. UMMIPS Performance

UND	Nr of Documents	Percent	Goal
A	____	____%	< 55 % for
B	____	____%	UND A & B combined
C	____	____%	
Total	____	100 %	

PART II - INVENTORY MANAGEMENT

1. Spot inventories conducted this month

Category	Number of Items	Inventory Validity
SIM/POS	_____	_____%
Non-SIM/Non-POS	_____	_____%
DLRs	_____	_____%
Q-COSAL	_____	_____%

2. Monthly Effectiveness Report, latest report dated _____

	Net	
SIM Effectiveness	_____%	(goal 90%)
Non-SIM Effectiveness	_____%	(goal 85%)
Not In Stock	_____%	(goal zero)
Not Carried	_____%	(goal less than 30%)

A-1

Gross Effectiveness   _____% (goal 65%)

3. COSAL

Date latest ASI Tape/RAD download/Auto-MCMAR received   _____
Date latest ASI Tape/RAD download/Auto-MCMAR processed   _____
Deficiencies Ordered   (Yes/No)
Number of changes awaiting processing   _____

4.   IMPAC/NAVY PURCHASE CARD

Number of Delinquent Bills:

PART III - DEPOT LEVEL REPAIRABLES (DLR)

1. BK3 DLR carcass charges notifications received this month:
Number _____   Dollar Value $_____

% DLR Carcass Charges to DLR Obligations. Current and Prior Fiscal Years. FY_ _ ____%, FY_ _ ____%
(Divide Total Charges listed on the DLR ADDITIONAL OPTAR CHARGE REPORT dated the last working day of the month by Obligations listed on BOR column 22 Fund Codes SB/S3/MB/M3).

NOTE: Carcass charges exceeding 7% of DLR Obligations are considered a loss of accountability.

2. DLR carcasses held by Supply Department requiring turn in to ATAC HUB:
Number _____

3. Overdue DLR carcasses not turned in to Supply: (number) _____

Department/Work Center   Nomenclature   Reason

PART IV - POSTAL OPERATIONS

1. Supply Officer review of Postal Clerk's records conducted this month?
    (Yes/no)

2. Weekly (4) Postal Officer inspection of Post Office conducted? (Yes/No).

3. Last surprise postal verification conducted_____(date).
(Quarterly requirement)

4. Last Postal Expenditure Report submitted_____(date).
(Quarterly requirement)

PART V - FOOD SERVICE RECORDS AND RETURNS

1. Twice monthly spot inventories conducted:

Date	Line Items	Validity	%
Date	Line Items	Validity	%
Date	Line Items	Validity	%

Date   Line Items   Validity %

Date _____ Line Items _____ Validity _____%

2. General Mess Control Record current within 3 days? (yes/no)

3. Over/under issue on 338 by $_____ Over/under issue on 1359 by $_____

4. Days of Dry/Freeze presently on board (number)_____/_____ .

5. Private messes in arrears on mess bills:

  Mess   Month of Overdue Bill   Value

PART VI - FOOD SERVICE PREPARATION AND SANITATION

1. Authorized number of Food Service Attendants   _____
   Food Service Attendants assigned   _____

2. Longest serving Food Service Attendant assigned_____ (date)

3. Last Supply Officer inspection of food service spaces conducted _____
             (date)

4. Last Medical Department sanitation inspection conducted _____
            (date)

5. Reefers last cleaned and defrosted_____ (date)

6. Reefers maintaining required temperatures? (yes/no)

7. Weekly mess gear inventory results: shortages _____%.

PART VII - SHIP'S STORE RECORDS AND ACCOUNTABILITY - Attach Appendix F, P-487.

PART VIII - DISBURSING

1. Supply Officer monthly review of DO records conducted? (yes/no)

2. Last surprise cash verification conducted_____ (date).
(Quarterly requirement)

3. Disbursing Officer balanced daily? (yes/no).

4. Travel claims as of this report:
     Total Outstanding   _____
     Outstanding over 15 days   _____
     Oldest claim   _____(date)
     Travel Advances Outstanding after trip complete _____(number)

5. Date of last deposit _____

6. Crew members not enrolled in DDS   _____(number) _____%
   Change from previous report   +   _____%

7. Dishonored checks held by Disbursing Officer:

Name	Date Recd	Amount

8. Number of days ATM out of service: _____

9. Accounts in overpaid status:

Members	Amount	Action pending

PART IX - HAZMAT

1. Outstanding Hazardous Material (by work center) to be returned to HAZMINCEN:

2. Authorized number of HAZMINCEN operators: _____
                                     assigned: _____

3. Authorized number of personnel with NEC 9595 onboard: _____
                                     Assigned: _____

PART X - NAVY WORKING CAPITAL FUND (NWCF) (completed by all NWCF ships)

Category	Ships Condition	Standard
1. Redistributable Assets On Board (RAO) and Redistributable Asset On Order (RAO) as a % of authorized inventory	RAB-NSA/APA_____%	1%
	RAO-NSA/APA_____%	1%
2. Gross Inventory Adjustments as % of throughput NSA/APA	_____%	1.5%
3. Supply Effectiveness:		
Net	_____%	85%
Gross	_____%	65%

4.   BP28 OPTAR
     BALANCE:_____

5.

5. Supply Readiness reflected as a
percentage of inventory on hand:

Range 0/H	_____%	95%
Depth 0/H	_____%	90%

PART XI - STATUS OF ROV FUNDS (For commands with repair functions (i.e., MCS) only)

	Balance	%Expended	% Quarter Elapsed
ROVD			
ROVI			
ROVS			

PART XII - SUPPLY OFFICER COMMENTS

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APPENDIX B

DOCUMENT NUMBER ASSIGNMENTS

Requisitions for Equipment Maintenance Related Material (EMRM OPTAR) including APA Material and DLR Requisitions	A001-C999 NON-DLR D001-D999 DLR
Requisitions for consumables, other chargeable material, medical/dental, chargeable services other than for bunker fuel delivery charges ("Other" OPTAR)	0001-5999
Requisitions for 0I cog, hydrographic material, and other miscellaneous nonchargeable material	6000-6499
NAVSURFPAC Ships Only: Requisitions for utilities chargeable to Fleet Commander open allotment	6800-6999
Expenditure invoices other than ammunition	7000-7499
Requisitions and expenditures for ammunition	8000-8999
Requisitions for Food Service	9 + 3 digit provisions item number
Requisitions for Ship's Store	9700-9999
Requisitions for LAMPS pack-up replenishment, and LAMPS DTO use document numbers described in aviation instructions.	
Requisitions for NAVSEA funded material	E001-E999
Requisitions for Reclaimed "Free Issue" Material	N001-N999

REQUISITION NUMBERS FOR BULK POL

1. Construct requisition numbers for bulk POL as outlined below:

    a. UIC

       (1) Inter-ship Transfers: cite UIC of receiving activity.

       (2) Receipts from shore activities, off-load for credit, surveys: cite ship's UIC.

    b. Julian Date (JD) is determined as follows:

       (1) FAS UNREPs: JD of first line over.

       (2) Transfers to/from other activities: JD when pumping begins.

       (3) Transfers from cargo to ship's use: AO/AOE/TAO/LHA/LHD use JD for the last day of the month for reporting own ship's fuel consumption.

    c. Serial Numbers:

(1) Requisitions issued from CV/CVN/LHA/LHD:

POL Commodity	Ser Nr
F76/FND	6600
F44/JP5	1999
L06	6601

(2) Requisitions from all other ships less SSN/SSBN:

POL Commodity	Ser Nr
F76/FND	6500
F44/JP5	6501
LO6/9250 Bulk Lube Oil (from USNS tankers only	6502
F46/MUR (MOGAS) (from USNS tankers only)	6506

(3) Requisitions for operating Gains or Gains by Receipt

POL Commodity	Ser Nr
F76/FND	6503
F44/JP5	6504
LO6/9250 Bulk Lube Oil (from USNS tankers only	6505
F46/MUR (MOGAS) (from USNS tankers only)	6507

(4) Surveys

POL Commodity	Ser Nr
F76/FND	7500
F44/JP5	7501
LO6/9250 Bulk Lube Oil (from USNS tankers only)	7502
F46/MUR (MOGAS) (from USNS tankers only)	7506

(5) Operating Losses or Losses by Receipt

POL Commodity	Ser Nr
F76/FND	7503
F44/JP5	7504
LO6/9250 Bulk Lube Oil (from USNS tankers only)	7505
F46/MUR (MOGAS) (from USNS tankers only)	7507

(6) Sales to Foreign Ships or Other Government Agencies

POL Commodity	Ser Nr
F76/FND	6700
F44/JP5	6701
LO6/9250 Bulk Lube Oil (from USNS tankers only)	6702
F46/MUR (MOGAS) (from USNS tankers only)	6703

(7) Off-Load (Turn-in Ashore or Afloat for Credit)

POL Commodity	Ser Nr
F76/FND	7600
F44/JP5	7601
LO6/9250 Bulk Lube Oil (from USNS tankers only)	7602
F46/MUR (MOGAS) (from USNS tankers only)	7603

(8) Requisitions for barge charges incidental to bunker fuel delivery use Serial Number 6508

NOTES:

1. Should the same type transaction occur more than once in a single day, add an ALPHA (i.e., 6500A, 6500B, etc.) suffix code to the serial number.

2. The following examples provide clarification:

   a. Procurement of F76 by USS HALYBURTON for own ship's use:
   V21107-3275-6500 Fund Code 39

   b. Procurement of F44 by USS HALYBURTON for helo support:
   V21107-6275-6501 Fund Code 39

   c. Procurement of L06 by USS FAIRFAX COUNTY for own ship's use:
   V20032-6275-6502 Fund Code S9

3. The 6502 serial number applies only when obtaining bulk 9250 lube oil from a USNS tanker. Bulk Lube Oil is chargeable to ship's OPTAR. DO NOT cite TYCOM open allotments.

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APPENDIX C

CASUALTY REPORT (CASREP) SUPPLY PROCEDURES

1. <u>GENERAL</u>. Procedures for submitting CASREPs and for requisitioning material required to correct CASREPs are in NWP 1-03.1 (formerly NWP 10-1-10) and NAVSUP P-485, paragraphs 3028-3030. This appendix provides amplifying guidance.

2. <u>CASREP PREPARATION - SUPPLY RELATED INFORMATION ON CASREPs/UPDATEs</u>

    a. Include COMNAVSURFLANT NORFOLK VA//N411A// or COMNAVSURFPAC SAN DIEGO CA// N41//; NAVICP MECHANICSBURG PA//1012//; and TRIREFFAC DET SUBLOG NORFOLK VA //10// or SUBLOGSUPPCEN BREMERTON WA//20//as information addressees on all CASREPs and CASREP related messages (e.g. Initial, Updates or Casualty Correction) to assist in expediting efforts. Do not submit CASREPs via SALTS due to message classification.

    b. <u>Verify Data Set PARTSID</u>. Using the ship's COSAL, verify that the APL cited corresponds to the equipment/system that is being reported. Make sure that a parent APL is not cited. A parent APL does not provide enough specific information for the equipment/component that has the casualty. If the APL number for an equipment is known, but the APL is not in the COSAL, cite the number in data set PARTSID, and in data set RMKS cite the source of the APL number. In addition, initiate action to obtain COSAL support and order spare part deficiencies per paragraphs 6601 and 6603.

    c. List requisition information for material required to correct the casualty, under the 1PARTS/1STRIP data sets as follows (NWP 1-03.1 applies) (see Figures C-1 and C-2):

      (1) <u>Data Set 1PARTS.</u> If no material requirements exist when submitting a CASREP, omit this section. If material requirements exist, identify required material by numbering items consecutively with data line (DL) numbers (i.e., DL01, DL02, etc.) and by providing the following:

        (a) COG and NSN from the APL. If an NSN is not available, show the CAGE and part number in data set AMPN. If the parts data is obtained from a technical manual, review the equipment APL to determine if an NSN has been assigned since the technical manual was printed.

        (b) Quantity required to correct the casualty.

        (c) COSAL allowance quantity. If allowed material is not on board, see subparagraph (2), 1PARTS AMPN, below.

        (d) Quantity on board.

        (e) Circuit Symbol (CS) for electronic/ordnance items.

    Include all parts required to repair the equipment (including parts available on board ship) in the 1PARTS data set. A corresponding 1STRIP line is not needed for every 1PARTS line. To avoid confusion, use the AMPN section of the CASREP message immediately following 1PARTS to report items issued from on board stock. See Figure C-1. It is essential that all parts used to correct a CASREP be reported in this manner. Frequency of demand to satisfy CASREP requirements is an important factor in increasing shipboard allowances. Parts frequently required to correct CASREPs also receive additional management attention at inventory control points.

      (2) <u>Data Set 1PARTS AMPN.</u> If parts are allowed but insufficient quantities are on board, include data set AMPN (by DL number) citing the reasons for the deficiencies. The following are examples of data set AMPN entries:

        (a) Initial allowance-ILO deficiency/Reqn Nr/Status/Follow-up date
        (i.e., ILO deficiency/2280-0234/314BBS9C4362/3300)

(i.e., Initial allowance/2281-E234/314BBS9C4362/3300)

(b) Issued or LBI/Date/Reorder Reqn Nr/Status/Follow-up date
(i.e., Issued 3320/3321-A234/360BVS9E4060)
(i.e., LBI 3320/3321-A234/360BVS9E4060)

(c) Issued/Date/Failure to replenishment due to lack of funding.
(i.e., Issued 3320/Not replenished due to lack of EMRM funding)

(d) Defective material issued date/Reqn Nr/Status/Follow-up Date/Date DMR submitted
(i.e., Defective material issued 3300/3300-B234/None/3330/DMR 3305)
(i.e., Defective material issued 3260/3260-B123/021BBS9E4220/None/DMR 3305)

(e) Other (provide sufficient details to allow analysis)

(3) <u>Data Set 1STRIP</u> - provide the following information for each required item listed in data set 1PARTS:

(a) DL number.

(b) NORS requisition number.

(c) Quantity ordered.

(d) Requisition priority.

(e) Required Delivery Date. NOTE: The RDD on the INITIAL CASREP and CASREP UPDATE messages must show the three digit Julian date form (i.e., 149). The RDD on CASREP MILSTRIP messages should reflect "999" or "N" and number of days until the part is required on board (i.e., N09 - must have item within nine days) as appropriate.

(f) Routing Identifier where the requisition was submitted (i.e., P51, N35, PFZ vice TRIREFFAC DET NORVA, NAVICP, SUBLOGSUPPCEN BREMERTON, etc.).

(g) Means of submitting the requisition (i.e., telephone, bearer, message DTG, etc. or the latest known requisition status for CASREP Updates).

d. <u>Data Set RMKS.</u> Data set RMKS may be used by the Supply Officer for any comments or remarks pertaining to identification or delivery of required parts. General comments such as "Request expediting assistance for earliest possible delivery" serve little purpose. Specific comments that would assist in material procurement and/or delivery are most appropriate. For example, "Request contact ABC Corp., Norfolk, VA. Originator purchased same motor from ABC in June 1992 under ABC part number 618-2C."

e. To assist in parts delivery, list the ship's schedule to extend at least one month past the ETR listed in data set ESTIMATE.

3. <u>PREPARATION AND SUBMISSION OF NORS REQUISITIONS</u>

a. <u>Timely submission</u>. Submit NORS requisitions immediately after determining what items are required to correct the casualty. Do not delay submission of requisitions pending actual transmission of the CASREP provided such transmission is imminent, nor is it necessary to delay CASREP submission until all parts requirements have been ascertained and ordered. Order all parts required to correct the casualty even when required material is not readily available in the supply system.

b. <u>Means of submission</u>. Submit NORS requisitions to TRIREFFAC DET Norfolk or SUBLOGSUPPCEN Bremerton WA, as appropriate. Use a naval message in standard MILSTRIP format per NAVSUP P-485, Vol. 1, par. 3029. Do not use DAAS. Do not use SALTS.

c. <u>Assigning priorities</u>. All ships are authorized to use Urgency of Need Designator "A" (FAD II units use Priority 02, FAD III units use Priority 03) for C-2, C-3, and C-4 NORS requisitions.

d. <u>NORS requirement for an item already on order</u>. In some cases, a part required for a CASREP will already be on order as the result of stock replenishment action or a DTO requirement. <u>Submit a new NORS requisition unless positive, satisfactory shipment status has been received on the existing outstanding requisition</u>. Cancel the old DTO requisition.

e. <u>Funding NORS requirements</u>. Do not delay or defer submission of NORS requirements because of lack of funding. Paragraph 7107b refers.

f. Requisition Point of Entry (POE)

(1) For NAVSURFLANT commands, when inport (Norfolk or Mayport), stock check servicing FISC before submitting CASREP. If material is available, submit requisitions using advice code 5K (Fill or Kill). If material is not available, submit requirements (W series requisition) to Trident Refit Facility Detachment Norfolk. When underway or deployed, even for short deployments such as Northern Lights, SNFL, etc., submit CASREP MILSTRIP requisitions directly to TRIREFFAC DET NORFOLK VA//10// (Routing ID "P51"), info COMNAVSURFLANT//N411A//. Include CASREP number (98-xxx) and CASREP category (C-2, C-3 or C-4) in subject line of all MILSTRIP messages (i.e., "SUBJ/CASREP MILSTRIP FOR C-2 CASREP 98-001"). Do not info DAAS, FISC, or DLA. Do not use SALTS.

(2) For NAVSURFPAC units, submit both NSN and non-NON NORS requisitions to SUBLOGSUPPCEN Bremerton WA//20//, Routing Identifier Code "PFZ" and Distribution Code "P." Use standard MILSTRIP message format, per NAVSUP P-485, Par. 3029, in passing requisitions to SUBLOGSUPPCEN via immediate message, info COMNAVSURFPAC SAN DIEGO CA//N41//. Do NOT send NORS MILSTRIP messages via DAAS. Do not use SALTS. When inport, stock check the supporting FISC and if material is available, submit requisitions using advice code 5K ("Fill or Kill"). If material is not available or a warehouse refusal kills the requisition, submit the requisition to SUBLOGSUPPCEN as outlined above.

4. <u>NORS REQUISITION FORMAT</u>. To maximize expediter visibility over your requirements, make sure all CASREP requisitions contain a "S" media and status code in CC7, a "W" (or "G" for LAMPS/VERTREP) as the first character of the serial number in CC40, a "P" (SURFPAC), and blank for (SURFLANT), distribution code in CC54, and "999" or "N" and number of days till the part is required on board (i.e., N09 - must have item within 9 days) for the RDD in CC62-64 as appropriate.

5. <u>NORS REQUISITION FOLLOW-UP</u>

a. <u>Review</u>. The nature of NORS requirements dictates that they be reviewed by the Supply Officer/Assistant Supply Officer/Stores Officer daily so that follow-up action, if necessary, can be prompt.

b. <u>Types of follow-up actions</u>. Follow-up action for NORS requirements should be as follows:

(1) For NAVSURFLANT units. If no status has been received within the time frames established in NAVSUP P-485, paragraph 3508, contact the appropriate Fleet expediting activity (TRF DET NORVA for CNSL and FISC DET INGLESIDE for COMINEWARCOM) by telephone and obtain the latest status. If telephone contact is not possible, send a MILSTRIP follow-up to TRIREFFAC DET SUBLOG NORFOLK VA//10// or FISC DET INGLESIDE TX//100// info COMNAVSURFLANT//N411A// citing document identifier AT_.

(2) For NAVSURFPAC units. If no status has been received within the periods established in NAVSUP P-485, paragraph 3508, contract the SUBLOGSUPPCEN BREMERTON by telephone and

obtain the latest status. If telephone contact is not possible, resubmit the requisition to SUBLOGSUPPCEN, info COMNAVSURFPAC SAN DIEGO CA//N41//. Off-line follow up requisitions are not required or desired for requirements submitted to SUBLOGSUPPCEN. Should global MILSTRIP follow-ups be generated, ships must manually delete all IPG-1 follow-ups for NORS requirements submitted to SUBLOGSUPPCEN. Release of "AT1" MILSTRIPs for requisitions previously submitted to SUBLOGSUPPCEN may result in duplicate shipments of material and corresponding duplicate charges to OPTAR.

(3) If status has been received but the estimated shipment date is unsatisfactory, direct liaison by telephone or plain language message with the appropriate fleet expediting activity. If follow-up efforts do not result in satisfactory improvement in the delivery date, request assistance and/or cannibalization action from COMNAVSURFLANT//N411A// or SUBLOGSUPPCEN BREMERTON WA//20// via telephone, message, or SALTS (if available) citing applicable requisition number(s) and summarizing follow-up actions taken to date. For NAVSURFPAC ships, make COMNAVSURFPAC DISCUS SAN DIEGO CA//N4111// an info addressee.

c. <u>Screening potential sources of material</u>. Supply Officers must be alert to screen potential sources of material required for CASREPs whenever possible. Such sources include other ships (particularly tenders and AFS'), SIMAs and systems command field offices.

d. <u>Reordering canceled NORS requisitions</u>. On occasion, a supply activity will cancel a NORS requisition and MILSTRIP status in the "C" or "R" series (such as CE, RC, etc.) will be received. In such cases, promptly correct the reason for the cancellation or rejection and submit a new requisition and a CASREP Update.

6. <u>CASREP-RELATED FILES AND ADMINISTRATION</u>. The following procedures are relevant to the administration of CASREP-related files:

a. <u>CASREP files</u>. A file folder will be established <u>for each CASREP submitted</u>. The folder will be annotated with the name of the affected system/ equipment and the serial number of the CASREP. A copy of the CASREP, all SITREPs (Updates) and all message traffic, notes, etc., pertaining to the CASREP will be filed in the folder. Keep the folders in serial number sequence in the Supply Office or Supply Support Center, readily accessible to Duty Supply Officers and Duty SKs.

b. <u>CASREP Status Cover Sheet</u>. A CASREP Status Cover Sheet (see Figure C-3) will be prepared for each CASREP submitted. The cover sheet serves as the primary working document for monitoring and expediting NORS requisitions.

(1) The heading is self-explanatory. Check each CASREP message to make sure that NAVICP MECHANICSBURG PA//1012// was an information addressee. Check the NAVICP block.

(2) Enter each part ordered in the spaces at the top of the form, and maintain the status history of each item in corresponding spaces in the body of the form.

(3) Enter the DTG of each UPDATE in the space at the bottom of the form.

c. <u>CASREP Administration</u>. Appoint an experienced SK as "CASREP Storekeeper" and assign her/him responsibility for maintaining the files. This individual should make frequent contact with the ship's Fleet CASREP expediter to exchange information and coordinate actions on NORS requisitions. The NAVSURFLANT staff provides an indoctrination session on CASREP supply procedures for Supply Officers, Assistant Supply Officers, and CASREP Storekeepers upon request. Contact the COMNAVSURFLANT Material Expediting Officer (N411A) at commercial (757) 836-3154, DSN 836-3154 to make arrangements.

d. <u>Duty Section Personnel</u>. All Duty Supply Officers and Duty SKs will be knowledgeable in initiating CASREP requisitions and using the CASREP files.

e. Report to the Commanding Officer. The Supply Officer will make a daily report to the Commanding Officer on the status of outstanding NORS requisitions. CASREP parts status will be reported on the daily "Supply Department Eight O'clock Report" form, and include CASREP NR, Equipment/System Name, Requisition NR, and Outstanding Requisition Status. Figure 1-1 provides the format for the Eight O'clock Report.

f. CASREP Updates. Indicate receipt of parts and the latest status of outstanding requisitions in the data set AMPN immediately following the ESTIMATE data set. See Figure C-2. Upon material receipt, transmit a CASREP Update, unless a CASCOR is anticipated within 12 hours, showing requisition status as "RCVD (date)" for each applicable DL in the data set ESTIMATE AMPN. Omit DLs for material previously reported received.

g. Action upon CASCOR. When the casualty is corrected, enter the CASCOR DTG in the space at the top of the cover sheet; the cover sheet and a copy of the message will be placed in the CASREP file. File the completed file separately from active CASREPs and keep it for 1 year. Take action to cancel outstanding NORS requisitions no longer required to correct the CASREP.

7. MATERIAL CANNIBALIZATION. Cannibalization is the last resort to restore critical equipment. Ship readiness must be significantly degraded and all other means exhausted to satisfy requirement before TYCOM authorizes cannibalization. For NAVSURFLANT units, CINCLANTFLT/CINPACFLTINST 4790.3 applies. The types of cannibalization are:

a. Self-cannibalization: contained within the ship, Commanding Officer's prerogative.

b. System (inactive) cannibalization: cannibalization of system assets from sources not directly affecting force readiness. Inactive cannibalization process is as follows:

(1) Ship submits a CASREP.

(2) If the supply system is unable to satisfy requirements, the ship requests inactive cannibalization by CASREP update, SALTSGRAM, or telephone call to TYCOM. TYCOM may initiate inactive cannibalization without a request from commands within the POM window or deployed.

(3) The Fleet expediting activity initiates an inactive cannibalization message to NAVICP.

(4) NAVICP screens inactive ships for material availability and notifies TYCOM with screening results.

c. Ship-to-ship (active) cannibalization: removal of components or equipment installed in active ships for installation in another. Last resort measure used only in exceptional cases when all other sources exhausted and mission/cost justify action. Active cannibalizations must be recommended by ISIC and approved by TYCOM. Active cannibalization process is as follows:

(1) Inactive cannibalization process is completed first. If material is unavailable and the ship is deploying or involved in special operations, request active cannibalization via ISIC.

(2) TYCOM researches active cannibalization request. TYCOM Code N00 or N01 is the approving authority.

(3) TYCOM coordinates with ISIC to determine a source ship for active cannibalization within the same group or squadron. TYCOM initiates a message directing cannibalization action.

SAMPLE INITIAL CASREP - SUPPLY INFORMATION

CASUALTY/INITIAL-97002/MK15 CIWS/EIC:GV00000/CAT:2//
ESTIMATE/302359ZJAN97/RECEIPT OF MATERIAL NLT 29JAN97//
ASSIST/NONE//
PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//
TECHPUB/NAVSEA 0956-LP-012-3456//
1PARTS

/DL	NATIONAL STOCK NO.	RQD	COSAL	ONBD	CIRCUIT
/01	7H 5999-01-200-2507	001	001	001	-
/02	7H 5999-01-200-2508	001	000	000	-
/03	7H 5999-01-239-4130	001	001	000	-//

AMPN/DL01 ISSUED FM STOCK.
DL02 - NO ALLOWANCE.
DL03 - ISSUED 6320/6321-D234/342BBN357060)//
1STRIP

/DL	DOCUMENT ID	QTY	PRI	RDD	ACTIVITY	REQN STATUS
/02	V52703-7007-W017	001	02	015	P51	071500ZJAN98
/03	V52703-7007-W018	001	02	015	P51	071500ZJAN98//

Figure C-1

SAMPLE CASREP UPDATE - SUPPLY INFORMATION

CASUALTY/UPDATE-01-97002/MK15 CIWS/EIC:GV00000/CAT:3//
ESTIMATE/302359ZJAN97/RECEIPT OF PARTS NLT 29JAN97//
AMPN/DL02 RCVD 7014; LATEST STATUS DL03: 014BANBZ017. REPAIRS CANNOT
BE COMPLETED UNTIL ADDL PARTS RCVD.//
ASSIST/NONE//
PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//
TECHPUB/NAVSEA 0956-LP-012-3456//
CHANGE/1PARTS

/DL	NATIONAL STOCK NO.	RQD	COSAL	ONBD	CIRCUIT
/04	7H 1285-01-195-2761	001	001	000	-
/05	UNKNOWN	001	000	000	-//

AMPN/DL04-ILO DEFICIENCY/5280-0234/314NMNUV7360). DL05-NO ALLOWANCE,
PART NR 098-022 PROVIDED BY NAVSSES PHILA.//
CHANGE/1STRIP

/DL	DOCUMENT ID	QTY	PRI	RDD	ACTIVITY	REQN STATUS
/04	V52703-7017-W023	001	02	025	P51	171630ZJAN98
/05	V52703-7017-W024	001	02	025	N35/PFZ	171640ZJAN98//

Figure C-2

(FOR NAVSURFLANT UNITS ONLY)
CASREP STATUS

USS_____   UIC_____   CASREP NR_____   C-2-3-4   MSG DTG_____
CASCOR   NAVICP_____   EQUIP_____   APL _____
DTG_____
DL   COG   NSN   QTY   PRI   REQN NR   MSG DTG

DL NR_____   Nomenclature _____   STATUS
SHIPPED_____RECEIVED_____CANC_____

DL NR_____   Nomenclature _____   STATUS
SHIPPED_____RECEIVED_____CANC_____

DL NR_____   Nomenclature _____   STATUS
SHIPPED_____RECEIVED_____CANC_____

DL NR_____   Nomenclature _____   STATUS
SHIPPED_____RECEIVED_____CANC_____

DL NR_____   Nomenclature _____   STATUS
SHIPPED_____RECEIVED_____CANC_____

CASREP UPDATE DTGs
1. _____   5. _____
2. _____   6. _____
3. _____   7. _____
4. _____   8. _____

REMARKS:

Figure C-3

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APPENDIX D

DEPOT LEVEL REPAIRABLES (DLRs)

1. <u>Objective</u>. This Appendix provides guidance concerning the issue, turn-in, requisitioning, and inventory management of Depot Level Repairables (DLRs). The primary objective of this program is to improve availability of DLRs, resulting in improved fleet readiness. This program is designed to provide financial incentives for end-users, improve carcass tracking procedures, and provide a valuable resource to base decisions about the procurement and repair of DLRs.

2. <u>Background</u>. The migration of DLRs from APA to the Navy Working Capital Fund (NWCF) increases flexibility in funding procurement and repair of DLRs and provides for shorter budget lead-time. Individual OPTAR holders receive an economic incentive to provide effective management via a two price system. Additionally, the program provides a carcass tracking system and database to enhance management decisions while identifying problems.

3. <u>Shipboard DLR Policy</u>. The inventory control point procures DLRs on the premise that NRFI DLRs will be quickly shipped to the designated collection point. The Supply Officer is responsible for ensuring compliance with DLR directives and procedures relative to departmental turn-ins. This is accomplished by implementing a comprehensive and continuous DLR training program for supply <u>and</u> maintenance personnel. In addition, keep the Commanding Officer informed of DLR program support through the Supply Officer's daily Eight O'clock Report and Monthly Report to the Commanding Officer.

4. <u>DLR Procurement</u>. DLRs are centrally managed by NAVICP Mechanicsburg and Philadelphia. Submit requisitions for DLRs according to NAVSUP P-485. Requisitions must cite an appropriate Advice Code (A/C).

    a. The following A/Cs are the most commonly assigned:

        (1) 5A: Item required to replace missing or damaged DLR (survey required).

        (2) 5G: NRFI carcass will be turned-into the supply system on an exchange basis.

        (3) 5D: Item is required for initial outfitting/installation or increased allowance. No NRFI carcass will be turned-into the supply system. (Do not use A/C 5D without prior approval from TYCOM except when processing ASIs or MCMARs).

        (4) 5S: Remain-in-Place (RIP) certification. NRFI carcass will be turned-into the supply system upon receipt of requested item.

        (5) 5X: For use with DARS requisitioned for NWCF stock.

        (6) 52: For NAVSURFPAC ships only: Applicable to 5S/2B combination. Exchange requisitions with delayed carcass return intended and substitute items not acceptable.

    b. The following refers to the Remain-in-Place (RIP) program for NAVICP-M managed DLRS:

        (1) NAVICP-M validates all 5S requisitions for NAVICP-M managed DLRs, and changes the Advice Code from 5S to 5G for non-RIP worthy items. NAVICP will notify the requisitioner and TYCOM via message of the change, and carcass tracking will start immediately for those requisitions. Requisition processing by NAVICP-M will continue uninterrupted. After submitting a requisition for a RIP-worthy item that is assigned RIP code "N" in the Master Repairable Item List (MRIL), a message justification must be submitted to NAVICP Mechanicsburg, Attention: Code M01424, Subject: Request for Change to NAVICP RIP Listing. NAVSUPINST 4440.182 provides the format and technical information required by NAVICP-M to update the MRIL. In addition, provide the document number of the requisition. Send message justification within 48 hours of requisitioning (See Figure D-1).

(2) When a replacement DLR is required before turning-in the NRFI item, the following criteria will apply:

(a) Item must be RIP worthy (assigned RIP Code M, P, S, V, or X in the Master Repairable Item List (MRIL)).

(b) A repairable item turn-in certification must be prepared.

(c) A skeletonized DOD single line release/receipt document (DD 1348-1A) will be prepared and filed with the RIP certification by Department/ Work Center in document number sequence and will serve as a tickler to make sure that the NRFI carcass is received from the requesting work center. See paragraph 12 for information on the use of FACTS to prepare DD 1348-1A turn-in documents.

c. Other than valid RIP items, turn in DLR carcasses to the Supply Department before issuing or requisitioning the material.

d. Pricing System. Units will requisition DLRs through a two-price system - Standard and Net price.

(1) Standard price. Obligated by the requisitioner and billed by the issuing stock point when no NRFI carcass is available for turn-in. Requisitions citing advice code 5A will be billed at standard price.

(2) Net Price. Obligated by the requisitioner when a NRFI carcass is being turned in, or will be turned in. Advice codes 5G and 5S will be billed at net price.

e. Fund Code. Units will requisition DLRs citing fund codes _1/_3/_B/_O or JZ/VZ/QZ (NWCF ships) as applicable. Requisitions for GPETE will cite fund codes _B as applicable. As fund codes relate to specific expense elements, care must be exercised in their assignment to ensure proper expenditure of funds. (Note: LAMPS and Combat Logistics Force (CLF) ships ensure storekeeper personnel are familiar with COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPACINST 4420.3 for support of LAMPS/CLF helicopters).

f. Appropriation Purchases Account (APA) Repairables. Even number cognizance symbols denote material carried in APA. APA material is funded directly from appropriations and is not chargeable to the ship's OPTAR. Although viewed as "free" to afloat commands, most APA material is high dollar value DLRs and must be afforded the same strict accountability given to NSA (7-cog) DLRs. APA DLR carcasses must be turned-in to the ATAC hub or node in the same manner as 7-cog DLRs. Exceptions to this rule are NAVSEA managed major shipboard electronic equipment (2F cog) and NAVSEA managed major shipboard ordnance equipment (2J cog) which are turned-in to FISC DET Cheatham Annex, Williamsburg, VA. Lost APA DLRs must be surveyed and if replacement is required, reordered with advice code "5A". NAVICP carcass tracking also applies to APA DLRs. For statistical purposes, NAVICP monitors commands' losses of APA DLRs even though OPTAR funds are not affected. Supply and maintenance personnel must be keenly aware of their responsibility for safeguarding highly technical and costly DLRs, regardless of how they are funded.

5. Required DLR Records and Files

a. DLR Expenditure Log. Keep this log to record all shipments of NRFI DLRs. Document numbers in this section will duplicate document numbers assigned to replacement requisitions, except in the case where the 7000 series of document numbers are used.

b. DLR Expenditure Invoice File. The file will contain the expenditure documents (DD 1348-1A) with original signatures. Keep the file in document number sequence and separate from other expenditure invoice files. The expenditure log and invoice file serve as the basic audit trail for possible future carcass tracking follow-ups, therefore a periodic reconciliation between the log and file will be accomplished at least quarterly to verify their accuracy and completeness.

d. DLR files and records will be kept for the current and two prior fiscal years.

6. <u>DLR Transfers and Shipments</u>

a. <u>Inter-ship Transfers (between End-Users)</u>. The Supply Officer or appointed Assistant Supply Officer will approve DLR transfers. <u>Do not transfer MAMs unless approved by the TYCOM</u> (for COMNAVSURFLANT, contact Code N412E; for COMNAVSURFPAC, contact Code N415). Complete DLR transfers as follows:

(1) The issuing ship will issue and forward the DLR to the requesting command, accompanied by DD 1348-1A with the requesting ship's MILSTRIP data.

(2) The requesting ship will forward to issuing ship (a) (preferred) the NRFI carcass accompanied by DD 1348-1A citing a 7000 series expenditure document number or (b) proof of delivery to ATAC Hub/Node, CLF ship, or transshipment activity.

(3) The issuing ship will prepare the "A" or "B" summary.

b. <u>Issues from NWCF Ships</u>. The end-user will provide a funded requisition to the NWCF ship and will turn-in the carcass through the normal ATAC Hub/Node. These transactions are exactly like issues from a stock point. Do <u>not</u> send the carcass to the issuing NWCF ship.

c. <u>DLR Shipments</u>: The Advance Traceability and Control (ATAC) Program

(1) The ATAC program simplifies the retrograde process. It provides Traceability and accountability, establishes centralized retrograde processing at the Hubs, ensures Transaction Item Reports (TIR) are sent to NAVICP for all retrograde material, reduces carcass tracking follow-ups, and reduces delays in movement and processing of retrograde. Other features include accountability by signature control for in port and pierside pickup at major port facilities.

(2) To save OPTAR funds (costly postage) and space permitting, Supply Officers may hold retrograde DLRs on board, including mailable carcasses, for transfer at the first available opportunity via pierside pick-up or direct delivery to the ATAC Hub/Node, or to the nearest shore supply activity or CLF ship for transshipment to the ATAC Hub/Node. Ships electing to hold DLR retrograde must ensure controls are in place to prevent loss or damage to the carcasses, and must document the reason for delaying material turned in.

e. <u>Excess RFI DLRs</u>. Before transferring "A" condition DLRs as excess, Supply Officers will verify that the item is no longer authorized as part of the command's fixed allowance or is in excess of allowance. RFI DLRs will not be turned-in to the ATAC system. See paragraph 5001 for disposition of excess DLRs. Credit granted as a result of material being turned-in will be issued to the TYCOM. Cite the following additional information on the DD 1348-1A:

(1) C/C 1-3 Document Identifier	Blank
(2) C/C 52-53 Fund Code	_B
(3) C/C 71 Condition Code	"A"
(4) C/C 72 Management	"C"

a. NAVSUP P-485, paragraph 5126, requires that the loss of DLRs, regardless of dollar value, be investigated to learn why the loss occurred so corrective action can be taken and that a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) be prepared. Supply Officers will make sure that before assigning A/C "5A" to replacement requisitions, that a thorough search for the missing DLR has been accomplished. Because surveys for missing DLRs have the potential to be mission degrading, the approving authority may not be delegated and will remain with the Commanding Officer.

b. Commands are required to survey damaged DLRs. However, the item will not be disposed of locally. It will be turned-in to the ATAC Hub/Node in the same manner as NRFI carcasses. The Designated Overhaul Point (DOP) and not the end user will determine condemnation of the item.

c. For cognizance symbol 7Z GPETE, provide one information copy of the FLIPL, attached to a copy of the requisition (when requisitioning a replacement item), to NAVICP Mechanicsburg (Code 05313).

d. (For NAVSURFLANT ships only) Forward a copy of the FLIPL, signed by the Commanding Officer, to COMNAVSURFLANT (N411B2) for each DLR loss with a carcass value greater than $3000.00.

8. <u>DLR Carcass Tracking</u>

a. No problem has the potential of producing such devastating effects to a command's OPTAR as inattention to detail in the repairables management monitoring system. The system, designed to maximize carcass visibility and availability throughout the supply system, generates carcass follow-up, advance billing notification, and billing notification reversal (D/I BK1, BK3, and BK4, respectively) messages. When commands requisition DLR items using an exchange advice code, they are required to turn a NRFI carcass into the supply system. When NAVICP receives notice that an exchange-coded requisition has entered the system, they establish a Carcass Tracking Record (CTR). Until NAVICP receives a TIR indicating a carcass has been turned-in, they keep the file open for possible additional OPTAR charges and submit a follow-up to the activity responsible for the turn-in. Units are required to respond to all BK1, BK3, and BKR (BK2 Rejects) follow-up requests within 15 days after receipt of the follow-up. If the NRFI carcass has been turned-in before receipt of the follow-up request, <u>do not assume</u> that the system will record the carcass receipt and cut off carcass tracking. <u>Respond</u> to the follow-up citing the appropriate BK2 response code. SALTS capable ships are strongly encouraged to use SALTS for transmitting BK2 responses to NAVICP. The BK2s must be in a single 80-column card format addressed to DAAS DAYTON WRIGHT PATTERSON AFB OH.

b. <u>DLR Follow-up Records/Files</u>. As each BK1 has the potential to be an obligation document, it is essential that Carcass Tracking (C/T) records be established and properly maintained to provide a complete and accurate audit trail. To this end, the following records and procedures are mandatory for all commands:

(1) Keep a separate file of all incoming/outgoing BK related messages in Date-Time-Group (DTG) sequence. If you use SALTS instead of messages, keep a hard copy of the BK_ printout.

(2) A BK follow-up record will be established and maintained on the DLR BK Follow-Up Log, Figure D-2.

c. <u>DLRs Lost in Shipment</u>. Follow procedures of paragraph 4002. Additionally, if a DLR item not shipped by traceable means is overdue, and the requirement still exists, then submit another requisition. Survey the missing DLR according to NAVSUP P-485, paragraphs 5125-5134. Submit the replacement requisition citing the same advice code indicated in the original requisition. This situation, two requisitions with the same advice code with only one carcass, will result in a carcass tracking follow-up (BK1) on either the original requisition or the replacement requisition. In either case, prepare a carcass tracking follow-up response (BK2) citing a response code of "J" in card column 47 and the actual document number that the

carcass was turned in under in card columns 48-61. This procedure will result in a net price billing for both requisitions. NAVSUP P-485, Paragraph 8331-8335, provides proper format procedures and guidance for automated carcass tracking. (Report shipping discrepancies attributable to or the responsibility of the shipper on a SF-364, Supply Discrepancy Report (formerly ROD) refer to NAVSUP P-485 paragraph 4270.

     d. The DLR Carcass Tracking Transaction Report (CTTR). This report is a summary of the ship's open DLR CTTR transactions for a given period of time. Provided by TYCOM monthly, the report shows unanswered or unresolved BK1 follow-ups and BK3 advance billing notifications. The report brings NAVICP and shipboard carcass tracking records into agreement. DLR and OPTAR storekeepers must be aggressive review and work this report, resolving all discrepancies with NAVICP.

     d. NAVICP Carcass Value Billings. The following accountability thresholds are hereby established:

     (1) Carcass charges exceeding 5% of DLR obligations FYTD are excessive. Ships must take immediate action to reduce charges.

NOTE: For subparagraphs (2) through (4), the 10, 15, and 20 percent threshold of total DLR obligations FYTD are an automatic disqualification for eligibility for the Supply Blue "E". Units that have one or two carcasses/surveys that throw the ship into the excess threshold category because of a high dollar value will be evaluated to determine if effective DLR management practices are in place and being followed.

     (2) Carcass charges exceeding 7% of DLR obligations FYTD are disproportionate. Ships exceeding 7% are ineligible for award of the logistics management excellence award (Supply Blue "E") due to loss of accountability unless specifically granted a waiver by COMNAVSURFLANT/COMNAVSURFPAC (N41). To obtain a waiver, a ship must either act to reduce charges below threshold, or clearly demonstrate extenuating circumstances beyond the ship's control that resulted in charges exceeding the threshold. The ship also must demonstrate that the current DLR management program is effective.

     (3) Carcass charges exceeding 15% of DLR obligations FYTD is a serious loss of accountability. A JAG Manual investigation into DLR management practices ship wide should be considered to identify and correct erroneous and/or negligent practices that contributed to the loss.

     (4) Carcass charges exceeding 20% of DLR obligations FYTD is an extreme case. COMNAVSURFLANT/COMNAVSURFPAC may request that the ISIC, with TYCOM assistance, initiate a shipboard review of DLR management practices, command climate and all DLR transactions FYTD.

9. Aviation Supply Support of LAMPS/CLF Ships. COMNAVAIRLANT/COMNAVSURFLANT/ COMNAVAIRPAC/COMNAVSURFPACINST 4420.3A provides in-depth policy for the management of aviation support inventories.

10. DLR Training. CNSP N413, and Afloat Training Organizations offer DLR training. Supply Officers, Stores Division Officers, Leading Chief Storekeepers and DLR Storekeepers shall attend this training. Additionally, internal DLR training will be conducted for all storekeepers and Supply Petty Officers who routinely handle DLRs. Professional development for all officers and chief petty officers must also include a basic knowledge of DLR management.

11. Miniature/Micro-Miniature (2M) Electronic Repair Program

     a. Shipboard supply personnel must be familiar with 2M/MTR procedures and coordinate DLR handling and repair efforts with shipboard or shorebased Modular Test and Repair Facility technicians when appropriate. In the same manner that aviation DLRs are repaired at an Aviation Intermediate Maintenance Department, shipboard DLRs may be repaired at an MTRF, either on or off ship. In theory, if a failed DLR is successfully repaired and reinstalled, no DLR carcass ever existed, because no replacement DLR was requisitioned, either for DTO or for stock. In reality, the failed DLR is still an

expensive and scarce item and requires the same attention to detail as an RFI DLR or a regular DLR carcass. The potential savings available from 2M/MTR are significant, requiring a cooperative effort from maintenance and supply personnel to achieve the maximum benefits.

b. The function of the 2M program is to provide testing, diagnostics, and repair capabilities to accomplish repair on electronics at the organization and intermediate (O and I) levels. All failed Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) are candidates for 2M screening and repair at the O and I-level.

c. CINCLANTFLT/CINCPACFLTINST 4790.3 (Joint Fleet Maintenance Manual) requires 2M repair technicians to screen and attempt repair of all CCAs/EMs within their training and capability, regardless of cognizance symbol or APL Source, Maintenance, and Recoverability code. Under the Progressive Repair concept, CCAs/EMs are first screened and repaired at the O and I-levels, if possible. When repair requirements are beyond the O-level capability, the CCAs or EMs must be forwarded to the I-level where enhanced repair capabilities reside. If not repairable at the I-level, the failed item is forwarded to the ATAC Hub. NAVSUP P-485 authorizes 2M repair technicians to certify CCAs/EMs ready-for-issue. Doing tests and repair at the shipboard level increases self-sustainability and enhances readiness. An additional benefit is the OPTAR savings incurred by ensuring only defective CCAs/EMs are replaced and turned-in to the supply system for repair.

12. <u>Fleet Automated Control Transportation System (FACTS)</u>

a. FACTS is a SPARWARSYSCEN stand-alone PC program which improves management of retrograde DLRs shipped within the Navy ATAC system. FACTS increases visibility of retrograde carcasses by transmitting shipping data via SALTS directly to ATAC and NAVICP. Benefits of using FACTS are increased carcass visibility, preparation of automated bar-coded DD 1348-1A BC1 documents, and most of all, reduced OPTAR charges for lost DLR carcasses. Operating instructions for FACTS are contained in the FACTS User Guide, SPAWARSYSCEN Document # S-006-UG-006.

b. When installed, use of FACTS is mandatory for DLR turn-in document preparation and tracking. Transmit FACTS data (EDI) via SALTS whenever there is a DLR transaction.

Remain In Place (RIP) Listing Change Request (Sample Message)

R ----Z --- -- ZYB
FM USS NEVERSAIL
TO NAVICP MECHANICSBURG PA//M01424//
INFO COMNAVSURFPAC SAN DIEGO CA//N41//
COMAFLOATRAGRUPAC SAN DIEGO CA//N41//
BT
UNCLAS //N04419//
PASS TO NAVICP M0124/ATGPACN411//
MSGID/GENADMIN//
SUBJ/REQUEST FOR CHANGE TO NAVICP LISTING//
REF/A/NAVSUPINST 4440.182 SERIES//
RMKS//
1. PER REF A, REQUEST THE FOLLOWING ITEM BE ADDED TO THE NAVICP RIP LIST:
A. MD16 MODB ASROC LAUNCHER GROUP
B. VALVE ASSY
C. N/A
D. NSN 4820 00 673 7979
E. FSCM 10001 1807335

2. JUSTIFICATION FOR ADDITION: RIP CODE N

3. REASON FOR DELETION: N/A

4. REMARKS: THE REMOVAL OF VALVE WILL CAUSE ASROC LAUNCHER TO BE IN AN
INOPERATIVE CONDITION. ALSO EXPOSES INNER HYDRAULIC AND MECHANICAL PARTS TO
OUTSIDE WEATHER. DOC NUMBER R20602-6344-0001 APPLIES.//
BT
NNNN

Figure D-1

DEPOT LEVEL REPAIRABLES (DLR) BK FOLLOW-UP LOG
FY _____

BK1 REQN NR	BK1 DATE (50-54)	BK2 DATE/CODE	BKR DATE/CODE (50-54)	BK2 DATE/CODE	BK3 DATE (50-54)	BK2 DATE/CODE	BK4 DATE (50-54)	SFOEDL MO/YR

Figure D-2

APPENDIX E

COMNAVSURFLANT Ship's Color Codes
For Troop Life Jackets & Cargo Nets

		SHIP	COLOR ONE	COLOR TWO	COLOR THREE
LCC	20	USS MT WHITNEY	Yellow	Red	Yellow
LHA	2	USS SAIPAN	Yellow	Green	Yellow
	4	USS NASSAU	Blue	Red	Blue
AGF	3	USS LA SALLE	White	Green	White
LPD	4	USS AUSTIN	Red	Gray	Red
	12	USS SHREVEPORT	Black	Red	Black
	13	USS NASHVILLE	Black	White	Black
	14	USS TRENTON	White	Black	White
	15	USS PONCE	Red	White	Red
LPH	9	USS GUAM	Green	Gray	Green
LSD	37	USS PORTLAND	Orange	Black	Orange
	38	USS PENSACOLA	Yellow	Black	Yellow
	41	USS WHIDBEY ISLAND	Orange	White	Orange
	44	USS GUNSTON HALL	Black	Orange	Black
	46	USS TORTUGA	Orange	Gray	Orange
	48	USS ASHLAND	Green	Yellow	Green
LST	1194	USS LA MOURE COUNTY	Yellow	Gray	Yellow
LHD	1	USS WASP	Green	Orange	Green
	2	USS KEARSARGE	Yellow	Blue	Yellow
	5	USS BATAAN	Gray	Green	Gray

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APPENDIX F

FINANCIAL MANAGEMENT PLANNING

1. GOALS. A sound financial management plan is necessary to achieve the following goals:

    a. Derive maximum benefit from available funds for mission and material readiness.

    b. Make sure unfunded requirements are less urgent than funded requirements.

    c. Properly time-phase funds to meet operational schedule requirements.

    d. Maintain prescribed stock levels.

    e. Make sure funds are available to meet contingency requirements.

    f. Program funds for routine replacement of equipage and consumables.

    g. Instill fiscal responsibility in all managers.

2. CONCEPT. Cost consciousness and conservation are essential factors in financial planning and management. All personnel must be cognizant of the impact of their actions on available funds. Accordingly, the financial planning and management system should be a participatory system, with the Commanding Officer, Executive Officer, and all Department Heads being active participants and managers. An Annual Financial Management Plan (AFMP) is developed by first considering the principal evolutions scheduled for the fiscal year. The first quarter requirements then may receive a more detailed plan. The AFMP must be somewhat rigid yet dynamic if it is to meet its objectives. Continually review requirements and periodically update the plan to compensate for unforeseen or changing circumstances. As a minimum, the AFMP should receive a detailed review and update quarterly. Once the plan is formulated, the departmental budget provides a mechanism for monitoring execution of the plan. Timely information from the Supply Officer is needed to permit proper monitoring. Department Heads, however, must be required to report and justify major deviations so that the plan will remain current and be a viable management and control mechanism.

3. PROCEDURE. The following is a suggested approach for developing the AFMP. Whatever approach is used, the full support of the Commanding Officer is essential in making the system work. Issue a budget call requesting specific budget information and defining command policies, procedures, and goals.

    a. Determine Resources. Identify the nature, amount, and timing of the funds for the fiscal year. Determine any fund restrictions or special purposes (i.e., the separation of OPTAR into EMRM and "Other" fund codes). Determine any changes in funding responsibility (i.e., TYCOM centrally funded program). Summarize this information in the budget call to the departments.

    b. Determine Major Schedule Milestones. Identify graphically over the fiscal year, major operational events and inspections which will impact on funding, including deployment, major fleet exercises, ROH, REFTRA, PRAV, INSURV, LOE, OPPE, NWAI, Command Inspection, CSSR, etc. Determine estimated costs associated with these events and determine when the funds will be required (i.e., funds for pre-deployment load-out and preparing for and following INSURV). Include major event data in the budget call.

    c. Determine Responsibility for Ship's Centrally Managed Items. Numerous high usage, high cost, deteriorative, and pilferable items may require special management and funding responsibility. Replacement of these items is predictable and should be planned. Following is a partial list of such items:

BLANKETS	SOUND-POWERED PHONES	CLEANING GEAR
LINEN	LUBE OIL	LASHING GEAR

PILLOWS	DAMAGE CONTROL GEAR	PAPER
MATTRESSES	BUNK PARTS	TILE
VEHICLE RENTAL	BOTTLED GAS	POWER TOOLS
OFFICE EQUIPMENT REPAIR	POSTAGE	FORKLIFT BATTERIES
TELEPHONE TOLL CHARGES	RAGS	LIFE JACKETS
RESERVE FOR SFOEDL	FOUL WEATHER GEAR	LIFE LINES
STOCK REPLENISHMENT	MOORING LINES	SAFETY EQUIPMENT
WATER TAXI RENTAL	UNREP GEAR	TOILET PAPER
OFFICE EQUIPMENT RENTALS	FLIGHT DECK GEAR/CLOTHING	PAINT

Responsibility for managing and budgeting for these items should be vested in one department for efficiency and better overall control of material and conservation of funds. Assignment of budgeting and funding responsibility to one department does not prevent reprogramming of funds if a different department is negligent in its internal control of the material entrusted to it. These assignments may already appear in the unit's organization manual or instructions. If not, assign responsibility in the budget call.

        d. Determine Tentative Departmental Funding Targets. Within the total expected funding and based on the past four to six quarters' historical data, with similar periods appropriately weighed, the Supply Officer should assign tentative funding targets to the departments. In addition to the tentative target, assign an increment and decrement representing alternative funding levels above and below the tentative target, respectively. An increment of 10 percent and a decrement of 15 percent is suggested (i.e., assigned target is $10,000, increment level (enhanced funding) is $11,000 and decrement level (funding cut) is $8,500). Separate targets may be provided for each category of funds granted in the basic OPTAR (EMRM/Other) depending on the command's funding policy for repair parts and centrally managed programs. Specify the tentative targets and increment/decrement levels in the budget call. The past quarterly spending data used to determine the target may also be included for information.

        e. Determine, Prioritize, and Time-Phase Requirements. Department Heads and subordinates will decide and itemize all their requirements, considering the nature and purpose of funds and other special guidance in the budget call, historical data, top ten critical equipment, PMS schedule, special programs, centrally funded items for which they are responsible, etc. The requirements lists may include "nice-to-have" items in addition to the essential supplies. Once requirements have been identified, associated prices should be determined or estimated. Accurate pricing is critical. Next, requirements should be prioritized. The same requirement may be split and different priorities assigned to each segment (i.e., 0 gas masks are budgeted; 20 are required immediately, 20 more are needed but not as urgently, the last 10 are nice-to have). Once the total requirements have been determined, the requirements must show the quarter in which procurement is desired. Some items are needed each quarter in uniform increments throughout the year (i.e., PMS material, cleaning gear); some are needed at a specific time (i.e., office equipment rental at the beginning of the year, pre-deployment preps); and some may not be particularly time sensitive (i.e., habitability upgrade, typewriter replacement). The requirements list should indicate priority, requirement description, quantity, quarterly cost, total cost and cumulative costs for the specific and all higher priorities. For requirements exceeding the decrement level (i.e., requirements at the margin), justification for the items and impact if not funded should be required. This information will be very important for ship-wide prioritization. Ranking must be realistic (i.e., do not place high priority items below assigned target as an unfunded material requirement in an attempt to obtain additional funds). Prioritization and ranking enables the AFMP to remain executable if additional funds become available or funds are reduced. (For NAVSURFLANT ships only) Quarterly phasing plan should result in no more than 10% unobligated balance at end of first, second and third quarters. Consider the following factors when determining quarterly grants required for AFMP:

        (For NAVSURFLANT ships only)

            (1) Large unobligated balances at the end of each quarter, particularly the first quarter, generate low obligation rates for TYCOM and inhibit justifying additional funding or obligation authority;

(2) End of fiscal year augments to zero out storeroom deficiencies and for phased replacements tend to lower first quarter obligations;

(3) Holidays (Thanksgiving, Christmas, and New Year) noticeably affect first quarter spending. For ships inport, obligations slow dramatically by mid-December;

(4) For Joint Task Group(s) (MIF, MEF, FLEETEX, COMPUTEX) the obligation rates increase 2 to 3 months before major deployments and through the first half of deployments. The rates level off during the second half, and ultimately decrease after return to homeport;

(5) For CD OPS, SNFL, UNITAS, WATC and BALTOPS, minimal logistics support exists during deployment for consumable requirements. AFMP quarterly phasing should reflect a higher grant required for the quarter preceding deployment and a lower grant during months of the deployment;

(6) Plan and budget for port cost expenditures such as telephones and vehicle rental. Bus rental is mandated in certain ports.

f. Review and Approve Departmental Targets. Upon receipt of Department Heads' responses to the budget call, the Supply Officer should review the requirements, screen out those which may be obtained from alternative funding sources (IMA, OPN), and prepare a consolidated list of requirements for review and approval by the Commanding Officer. During this review process, marginal analysis takes place to identify the departmental requirement that, if funded next, will provide the greatest benefit toward mission readiness. The review process is likely to involve several meetings of the Commanding Officer, Executive Officer, and Department Heads. Although considerable time may be required, a sound financial plan can avert future crisis management.

g. Match Approved Plan to Anticipated TYCOM Funding. Once the unit's total requirements fall within the expected funding level and are approved by the Commanding Officer, an attempt should be made to match funds requirements to the quarterly TYCOM funding schedule. Augments, advances, and recoupment requests, though noted in the AFMP, must be submitted to TYCOM.

h. Publish and Execute the AFMP. Upon prioritization and approval of the time-phased requirements to be funded, the AFMP is issued for execution. Although a good financial management plan must be dynamic, if it is not monitored and upheld, its effectiveness and usefulness as a management tool is reduced. Department Heads are responsible for monitoring execution of the AFMP.

i. Update the Plan. Operating schedule changes and other events may make the plan obsolete before year's end. Accordingly, update the plan when major changes occur, but no less than quarterly. A recommended time to use the review process is following the preparation of the first departmental budget report of the last month of each quarter. This gives time to review most of the current quarter actual data and establish an updated plan for the subsequent quarter before it starts.

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APPENDIX G

DEPARTMENTAL BUDGET REPORT - EMRM

SHIP: USS _____   QUARTER: 1st   PERIOD:1-15 OCT   FISCAL YEAR 19__

Department	Budget Grant	Balance B/F	ADJUSTMENTS *	STRM ISSUES	DTO REQNS	15 DAY EXPNDTRS	CUMULATIVE EXPNDTRS	BALANCE C/F
Operations	4,000.00	4,000.00	0.00	500.00	500.00	1,000.00	1,000.00	3,000.00
Engineering	140,000.00	140,000.00	* -550.00	2,000.00	10,000.00	11,450.00	11,450.00	128,550.00
Combat Systems	170,000.00	170,000.00	** -1,000.00	5,000.00	4,000.00	8,000.00	8,000.00	162,000.00
Supply	15,000.00	15,000.00	0.00	100.00	0.00	100.00	100.00	14,900.00
CO Contingency	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
SFOEDL	10,000.00	10,000.00	1,000.00	0.00	0.00	0.00	0.00	9,000.00
Subtotal	344,000.00	344,000.00	-550.00	7,600.00	14,500.00	21,550.00	21,550.00	322,450.00
Stock Repln/ Increase	0.00	0.00	0.00	-7,600.00	-7,600.00	0.00	0.00	0.00
Total TYCOM Grant	344,000.00	344,000.00	-550.00		22,100.00	21,500.00	21,500.00	322,450.00

* ADJUSTMENT COLUMN WILL INCLUDE INTER-DEPARTMENT TRANSFER OF FUNDS AND SFOEDL/CANCELLATION DIFFERENCES
** CANCELLATION DIFFERENCES

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APPENDIX H

FUND CODE DECISION TABLE

Before assigning a fund code based on the Fund Code Decision table, ask the following questions:

1. Is this part listed on an APL?

2. Is this part listed in a technical manual?

3. Is this part listed on a manufacturer or shipyard drawing?

4. Is this part being used to repair a piece of equipment, regardless of whether or not it is APL supported?

5. Is this part being used in the repair of a piece of equipment (i.e., solder)?

6. Is this part being used in or with the primary system (Q-COSAL)?

7. If ordering a tool, is it considered a special tool applicable only to the equipment being repaired and specifically listed on the APL?

     a. If the answer to any of these questions is <u>yes</u>, then the item should be considered a <u>repair part</u> and EMRM OPTAR funding should be used.

     b. If the answer to all these questions is <u>no</u>, proceed to the below Fund Code Decision table. "Other" OPTAR funding should be used.

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
1450	Guided Missile Handling & Service Equipment	_C	_E
20_ _	Ship & Marine Equipment	_2	_2
3230	Tools & Attachments for Woodworking Machines	_2	_2
34_ _	Metal Working Machinery Tools and Attachments	_2	_2
3940	Blocks, Tackle, Rigging, Slings	_2	_2
4020	Fiber Rope, Cordage & Twine	_C	_E
40_ _	Rope, Cable, Chain and Fittings	_2	_2
42_ _	Fire Fighting, Rescue & Safety Equipment	_C	_E
4510	Plumbing Fixtures & Accessories	_2	_2
47_ _	Pipe, Tubing, Hose & Fittings	_2	_2
4930	Lubrication & Fuel Dispensing Equipment	_2	_2
51_ _	Hand Tools	_2	_2
52_ _	Measuring Tools	_2	_2

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
53_ _	Hardware and Abrasives	_2	_2
55_ _	Lumber, Millwork, Plywood & Veneer	_2	_2
56_ _	Construction & Building Materials	_2	_2
58_ _	Communication & Detection Equipment	_C	_E
5965	Headsets, Handsets, Microphones & Speakers	_C	_E
59_ _	Electrical & Electronic Equipment Components	_2	_2
6135	Batteries, Dry	_C	_C
61_ _	Electric Wire, Power & Distribution Equipment	_2	_2
6230	Electric Portable & Hand Lighting Equipment	_C	_E
6240	Electric Lamps	_C	_C
6250	Ballasts, Lampholders & Starters	_C	_C
6260	Non-Electrical Lighting Fixtures	_C	_E
62_ _	Lighting Fixtures	_2	_2
632O	Shipboard Alarm & Signal Systems	_2	_2
6350	Aircraft Alarm & Signal Systems	_2	_2
65_ _	Medical, Dental Equipment & Supplies	_7	_7
66_ _	Instruments & Lab Supplies	_C	_E
6750	Photographic Supplies	_C	_C
67_ _	Photographic Equipment	_C	_E
68_ _	Chemical & Chemical Products	_C	_C
71_ _	Furniture	_C	_E
7220	Floor Coverings	_2	_2
7230	Draperies, Awnings & Shades	_2	_2
72_ _	Household/Commercial Furnishings & Appliances	_C	_E
73_ _	Food Preparation & Serving Equipment	_C	_E
74_ _	Office Machines, Visible Recording Equipment (Note: for ADP equipment, see paragraph 8700)	_C	_E

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
75_ _	Offices Supplies and Devices	_C	_E
7910	Floor Polishers & Vacuum Cleaning Equipment	_C	_C
80_ _	Brushes, Paints, Sealers & Adhesives	_2	_2
81_ _	Containers, Packaging & Packing Supplies	_C	_C
83_ _	Textiles, Leather, Furs, Tents & Flags	_C	_C
84_ _	Clothing, Individual Equipment, & Insignia	_C	_E
85_ _	Toiletries	_C	_C
91_ _	Fuels, Lubricants, & Oils	_9	_9

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APPENDIX I

BUDGET OPTAR REPORT - NAVSURFLANT COMMANDS

FM USS FOREVERSAIL
TO DFAS OPLOC NORFOLK VA//AOFA//
INFO COMNAVSURFLANT NORFOLK VA//N413//
BT
UNCLAS //N07330//
MSGID/GENADMIN/USS FOREVERSAIL/-/JAN//
SUBJ/S AND E BUDGET OPTAR REPORT//
POC/SMITH/SK1/-/LOC:SUPPLY/TEL:DSN 555-1212/TEL: (757) 555-1212//
RMKS/
1. JAN/V52703/60BS/53825/FY99
A. OBLIGATION DATA

(21)	(22)	(23)	(24)
S2	64,730.72	4,674.00	69,404.72
S7	8,154.93	-79.82	8,075.11
S9	3,002.45	118.67	3,121.12
SB	278,610.00	-5,463.00	273,147.00
SC	105,435.18	5,216.15	110,651.33
SD	19,183.61	397.31	19,580.92
SE	11,765.44	706.49	12,471.93
SK	61,592.14	7,298.43	68,890.57
SR	367,755.56	11,644.61	379,400.17
SS	28,820.32	3,173.45	31,993.77
SU	29,429.44	206.59	29.636.03
SV	582.17	.00	582.17
TOTAL	979,061.96	27,892.88	1,006,954.84

B.   TRANSMITTAL DATA:
TL NR: 007/9   008/9   TOTAL
AMT: 1,494.10   39,340.43   40,834.53
C. GRANT FYTD 1,370,562.46 (EMRM 984,000.00 OTHER 386,562.46)
                (Should include current month ATUs)
D. SFOEDL PROCESSED: DEC 98   UOL PROCESSED:
E. TYCOM INFO:
        (1) AUTOMATIC TAKE-UP (ATU) SUMMARY:
                (A) CHARTER AND HIRE
        PORT   DATE   SERVICE   COST
        MONACO   11-15 JAN 99   HUSBANDING SVC   328.50
                                      MONTHLY TOTAL: 328.50
                                      FYTD TOTAL: 68,890.57
                (B) XBT'S REQUISITIONED CURRENT MONTH:
REQN NR: 9011-2312   QTY: 04 PG   COST: $3,094.12
                (C) WATER TAXI COST SUMMARY:
        PORT   DATES   TYCOM REIMBURSEMENT AMT (1/2 TOT COST)
        MONACO   11-15 JAN 99 $2,699
                (D) "A" SUMMARIES CURRENT MTH: $125
          (2) GENERAL INFORMATION
                (A) NR OF LINE ITEMS/DOL VAL OF STRM DEFICIENCIES: 0/0
(Note: There should be no storeroom repair part deficiencies unless an augment request has been
submitted and been denied by COMNAVSURFLANT.)
                (B) DATE OF MOST RECENT AFMP UPDATE: 02 JAN 99.
                (C) DATE LAST SFOEDL POSTED: 19 JAN 99.
                (D) LAST ASI RCVD: 240 LAST ASI PROCESSED: 220 LAST TOB REQN JD: 8350.
(Note: State reason for delay or troubles in processing latest ASI tape/RAD download received if
applicable.)
                (E) MOV INFO:

	DOL VAL REVIEWED/ VALIDATED DURING CURRENT MONTH MOV	DOL VAL CANC CURRENT MONTH TL'S	CANC FYTD
FY 99	1/ 1,110.00	0.00	970.00
FY 98	21/47,034.00	0.00	7,060.00
FY 97	24/46,573.00	3/9,209.00	31,500.00

(F) INMARSAT CHARGES: BILLING MONTH: NOV 96
MONTHLY CHARGES: 615.76 FYTD CHARGES (TOTAL): 615.76
(G) CNSL/CLF/NON-CLF STAFF INMARSAT CHARGES
STAFF BILLED   STAFF DOC   PRD BILLED   AMT BILLED   DTG/LTR SER NR OF BILL
N/A
(H) COST AVOIDANCE (DOL VAL)

SOURCE	NR LINE ITEMS	TOTAL DOL VAL
RAM	2	$ 3,725
CRAMSI	7	$10,397

(I) MONTHLY EFFECTIVENESS:

NR OF LINE ITEMS CARRIED ONBOARD:	10,372
NET EFFECTIVENESS, SIM:	91%
NET EFFECTIVENESS, NON-SIM:	86%
NET EFFECTIVENESS, TOTAL:	89%
GROSS EFFECTIVENESS, TOTAL:	72%
NOT CARRIED RATE:	27%//

BT

BUDGET OPTAR REPORT - NAVSURFPAC COMMANDS

FROM USS FOREVERSAIL
TO COMNAVSURFPAC SAN DIEGO CA//4121/4122//
UNCLAS //N07132//
MSGID/GENADMIN/USS FOREVERSAIL//
SUBJ/S&E BUDGET OPTAR REPORT (NAVCOMPT REPORT SYMBOL 7303-15)//
POC/SMITH/SK1/-/LOC:SUPPLY/TEL:DSN 555-1212/TEL: (301) 555-1212//
RMKS/1. JAN/R04446/702D/53824/FY99
A. OBLIGATION DATA

(21)	(22)	(23)	(24)
NB	9,810.00	435.00	10,245.00
NC	24,280.31	997.84	25,278.15
ND	348.49	0.00	348.49
NE	3,977.23	10.10	3,987.33
NK	2,081.00	0.00	2,081.00
NR	40,449.73	2,472.38	42,922.11
NU	8,611.47	414.58	9,026.05
NV	895.16	0.00	896.16
NW	3,654.00	0.00	3,654.00
N2	10,850.42	747.21	11,597.63
N7	1,174.85	50.00	1,224.85
TOTAL	106,132.66	5,127.11	111,259.77

B. TRANSMITTAL DATA

TL NO.	005/9	006/9	TOTAL
AMOUNT	28,436.15	20,567.45	49,003.60

C. FYTD VALUE OF TL'S TRANSMITTED: XXX,   XXX,   XXX
(SAC 207 commands only)
D. GRANT FYTD: 148,500   (EMRM 77,600; OTHER 70,900)
(Should include current month ATUs)
E. LAST SFOEDL/UOL PROCESSED: DEC 98
2. TYCOM INFO:
A. EXECUTIVE SUMMARY:

	EMRM	OTHER	TOTAL
PRIOR MTH FYTH GRANT	$77,500	$62,100	$139,600
CURRENT MTH GRANT CHGS	100	8,800	8,900
CURRENT FYTD GRANT	77,600	70,900	148,500
FYTD GROSS OBLIGATIONS	53,167	58,093	111,260
UNOBLIGATED BALANCE	24,443	16,712	41,145
PERCENT OBLIGATED	68%	82%	75%

B. AUTOMATIC TAKE-UP (ATU) SUMMARY:
(1) XBT'S REQUISITIONED CURRENT MONTH: $3,094.12
(2) UTILITIES COST (FUND CODE_W):

PORT	DATES	TYPE OF UTIL	COST
MANILA	6-10 JAN	POTABLE WATER	448
MANILA	6-10 JAN	CHT REMOVAL	2,345
SINGAPORE	15-16 JAN	BOILER FEED WATER	234
SINGAPORE	15-16 JAN	GENERATOR	627
TOTAL			$3,654

(3) CHARTER AND HIRE SUMMARY:

PORT	DATES	SERVICE	COST
MANILA	6-10 JAN	TUGS	756
MANILA	6-10 JAN	PILOT	952
SINGAPORE	15-16 JAN	TUGS	221
SINGAPORE	15-16 JAN	PILOT	152
TOTAL			$2,081

(4) WATER TAXI COST SUMMARY:

PORT	DATES	TOTAL	TYCOM REIMBURSEMENT AMT (50%)
SINGAPORE	15-16 JAN	$5,398	$2,699

(5) AFT SUPPORT SUMMARY:

AFT HOLDER	FYTD TARGET	CURRENT MTH OBLIGATIONS	FYTD OBLIGATIONS
COMDESRON FIVE	$7,200	$352	$2,922

(6) HOUSEHOLD GOODS STORAGE COST CURRENT MTH: $492

(7) "A" SUMMARIES CURRENT MTH:

NAME OF NON-CNSP SHIP	NSN	NET PRICE
USS CARL VINSON	0099-LL-H41-1552	$125

ATU	R/P	OTHER	TOTAL (ROUNDED)
XBT'S	-0-	3,094	3,100
UTILITIES	-0-	3,654	3,700
C&H	-0-	2,081	2,100
WTAXI	-0-	2,699	2,700
AFT	-0-	352	400
HHG	-0-	492	500
"A" SUM	125	-0-	100
TOTAL	$125	$12,372	$12,500

(Note: totals for ATUs must be rounded to nearest hundred.)

C. WEAPON SYSTEM SUPPORT COSTS:

SYSTEM	CURRENT MTH OBLIGATIONS	FYTD OBLIGATIONS
TOMAHAWK	$ 4,687	$ 23,564
AEGIS	21,786	876,255

D. EFFECTIVENESS REPORT:

NBR OF LINE ITEMS CARRIED:	25,284
NET EFFECTIVENESS:	82%
GROSS EFFECTIVENESS:	63%
NR OF R/P L/I DEFERRED:	-0-
DOL VAL OF R/P L/I DEFERRED:	-0-

(Note: Deferred repair parts should be reported only if an augment request has been submitted and been denied by COMNAVSURFPAC.)

E. CURRENT ASI TAPE/RAD DOWNLOAD BEING PROCESSED: 82

F. COSAL TYPE	NR OF LINE ITEMS ON REORREV (RPT 029)	DOLLAR VALUE OF ROREV (RPT 029)
HM&E	0	$0.00
MAM	0	$0.00

G. INMARSAT EXPENSES: CURRENT MO $ FYTD $

H. DATE OF FEDLOG CURRENTLY BEING USED:

I. CUMULATIVE PENDING CREDITS:

	FY99	FY98	FY97
CARCASS	$	$	$
AVIATION	$	$	$
SFOEDL	$	$	$
MOV	$	$	$

J. COMMENTS (E.G., REASON FOR STOREROOM SHORTAGES, OVER-OBLIGATION AUTHORITY, ETC.)//

BT

APPENDIX J

OFFICIAL REPRESENTATIVE FUNDS (ORF)
AND LATIN AMERICAN (LATAM) COOPERATION FUNDS

1. ORF and LATAM funds are authorized to maintain the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries, including hosting official functions. LATAM Funds are used when operating in Central and South America and selected Caribbean Islands. ORF is used in all other areas of the world.

2. Forward requests for ORF AND LATAM Funds to the operational commander for approval before an anticipated official function. See Figure J-1. The following provides a matrix on where to submit ORF or LATAM Fund requests:

IF THE OPERATIONAL COMMANDER IS: SUBMIT REQUESTS FOR FUNDS TO:

COMSECONDFLT   COMSECONDFLT
COMSIXTHFLT   COMSIXTHFLT
COMIDEASTFOR   COMNAVSURFLANT
USCOMSOLANT   USCOMSOLANT
COMSEVENTHFLT   COMSEVENTHFLT
COMTHIRDFLT   COMTHIRDFLT
OTHER   COMNAVSURFLANT or COMNAVSURFPAC

Requests for ORF and LATAM Funds after a function, unless extenuating circumstances exist, will not be honored. For NAVSURFLANT ships, submit request to purchase mementos to COMNAVSURFLANT (N413) before deployment. COMNAVSURFPAC does not provide LATAM funding. Therefore, if activity is homeported in San Diego and is in port, submit LATAM funding request to COMTHIRDFLT. Otherwise, follow above matrix.

3. GUESTS

     a. Expending ORF and LATAM Funds shall be confined to official entertainment in honor of:

          (1) Distinguished citizens, military officers, and government officials of foreign countries whose rank, position, function, or stature justify official entertainment;

          (2) Prominent government officials (i.e., members of the Cabinet, members and professional staff personnel of Congress, state governors, city mayors and citizens' committees) (as a general rule, ORF may not be used to honor DOD members);

          (3) Distinguished citizens (i.e., a prominent individual who has rendered outstanding service to the Department of Defense or the Nation), including members of the news media;

          (4) Visits by United States vessels to foreign ports or insular possessions, and visits by foreign vessels to United States ports.

     b. An appropriate ratio of non-DOD guests to DOD personnel must be observed at all official representation functions. At functions with less than 30 persons, 20 percent or more attending must be non-DOD guests. At functions with 30 persons or more, at least 50 percent must be non-DOD guests, except as may be expressly authorized in advance for each specific occasion by the sub-program manager (i.e., the Secretary of the Navy, the Chief of Naval Operations, or Commandant of the Marine Corps). The authority to grant such exceptions may not be delegated.

     c. DOD personnel are defined as:

DOD Military, Midshipmen, and Civilian Personnel
USCG Military and Civilian Personnel
US Military College Students
Reservists on Active Duty
National Guard Members
All Military and Civilian Retirees of DOD not holding a position of
prominence in the non-DOD community
Spouses of the above.

   d. Maintain a record of guests (name, rank, title, and organization affiliation) invited to official representation functions and attach it to the reimbursement voucher forwarded to TYCOM.

  4. <u>MEMENTOS AND WREATHS</u>. If advance approval is obtained from TYCOM, ORF or LATAM Funds may be used to purchase mementos and wreaths for presentation on behalf of the Department of the Navy or the U.S. Government. Send a request for funds including a description of the occasion, nature, quantity and cost of each item to be procured in sufficient time. See Figure J-1. Approval to purchase mementos has been delegated to TYCOMS. Rules governing <u>mementos have not changed (i.e., they are only presented to qualifying non-DOD</u> individuals and are properly presented and documented). The unit cost of mementos cannot exceed $30 in value without prior approval from TYCOM. Mementos must be presented in connection with official receptions or ceremonies for high ranking, qualifying, dignitaries. Mementos purchased with ORF or LATAM Funds are restricted to items bearing the command crest. U.S. Department of Defense (DOD) personnel are not eligible for these mementos. DOD personnel includes <u>all</u> military and civilians within the Department of Defense including the Secretary of Defense and the Secretary of the Navy.

SAMPLE MESSAGE TO REQUEST ORF OR LATAM FUNDS

FM USS DUARTE
TO COMNAVSURFLANT NORFOLK VA//N003/N413//
(or COMNAVSURFPAC SAN DIEGO CA//N412//)
UNCLAS //N07042//
MSGID/GENADMIN/USS DUARTE//
SUBJ/OFFICIAL REPRESENTATION FUNDS (ORF)//
POC/SMITH/LT/-/TEL:DSN 555-1212/TEL:(301)555-1212//
REF/A/DOC/CINCLANTFLT/04DEC86//
REF/B/DOC/COMNAVSURFLANT/15JUN98//
NARR/REF A IS CINCLANTFLTINST 7042.1R/CINCPACFLTINST 7042.3. REF B IS
COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J//
RMKS/1. A FY 9- ORF GRANT IS REQUESTED. THE FOLLOWING INFORMATION IS PROVIDED
PER REFS A AND B.
    (A) AMOUNT OF FUNDS REQUESTED: $150.00
    (B) DATE OF EVENT: 1 OCT 9-
    (C) TYPE OF FUNCTIONS: DINNER/LUNCHEON/RECEPTION (AS APPLICABLE)
    (D) PLACE: WARDROOM MESS, USS DUARTE
    (E) PURPOSE OF FUNCTION: IN HONOR OF VADM ALUCARD, COMMANDER IN CHIEF,
ROYAL CARPATHIAN NAVY AND OFFICERS OF RCNS VON HELSING.
     (F) EST   15 DOD (OFFICERS AND SPOUSES OF USS DUARTE)
   ATTENDANCE:
                      14 NON-DOD (ALL RCN OFFICERS)
    (G) ESTIMATED BREAKDOWN OF EXPENSES:
                   80.00
                   45.00
     FOOD   25.00
     REFRESHME $150.
  NTS   00
    (H) RECIPIENTS OF MEMENTOS
    VADM ALUCARD, PLAQUE
    CO RCNS VON HELSING, PLAQUE//
BT

Figure J-1

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APPENDIX K

OTHER PROCUREMENT, NAVY (OPN) BUDGETING PROCEDURES FOR OPERATING FORCES
SUPPORT EQUIPMENT (OFSE) INDUSTRIAL PLANT EQUIPMENT (IPE)

1. Purpose. This appendix provides guidance for budgeting, funding, and procuring investment equipment through the OPN appropriation and publishes procedures for administering OPN funds.

2. Background

a. Annually, TYCOM submits an OPN Operating Forces Support Equipment (OFSE) apportionment request for the forthcoming fiscal year, and a budget request for the following fiscal year. Additionally, OPN Industrial Plant Equipment (IPE) requests are submitted to COMNAVSEASYSCOM SEA 424, via Type and Fleet Commanders one fiscal year before the procurement fiscal year (i.e., FY 00 IPE requirements are submitted in calendar year 1999). Activities will receive a letter once a year calling for new IPE project submissions. New IPE procurement projects must have an acquisition cost of $100,000 or more. IPE projects under $100,000 shall be submitted to TYCOM for funding consideration. Additional information/procedures for submission of IPE new procurement projects are in CINCLANTFLT/CINCPACFLTINST 4790.3, VOLUME IV, Chapter 8.

b. Equipment or systems with an aggregate cost of $100,000 or higher require the expenditure of Other Procurement Navy (OPN) dollars vice (O&MN) dollars (i.e., OPTAR). Failure to adhere to these funding restrictions could result in a violation of 31 USC 1301 and 31 USC 1517 revised statutes.

c. Unlike O&MN/O&MNR funding, line item justification is required for OPN funds and submitting activities must provide detailed justification and complete material identification of OFSE and IPE requirements to ensure favorable budget consideration. Statements such as "beyond economical repair" are not sufficient to justify replacing existing equipment. Provide repair cost estimates or survey findings to support these statements.

d. OPN funds can only be used for investment items that were identified in the budget and approved. Therefore, when budgeting for OFSE and IPE, a thorough review of current and projected requirements is essential. This is particularly important for IPE requirements due to the lengthy period between submission of the budget and procurement of approved items.

3. Definitions. The following categories of equipment shall be included in the OPN budget submission:

a. OFSE is defined as non-technical, general-purpose investment equipment in support of forces afloat, which must meet the following criteria:

(1) A unit price of $100,000 or more.

(2) General purpose, non-consumable, investment items that are not centrally managed by an Inventory Manager (i.e., does not have an NSN assigned).

(3) Repairable in nature.

(4) Allowed on board equipment. The applicable Allowance Parts List/ Allowance Equipage List (APL/AEL) must be indicated on the OFSE request. If the equipment is not allowed, submit an Allowance Change Request per paragraph 6604 of this instruction for approval before submitting the OFSE request.

(5) Figure K-1 provides a list of commonly requested OFSE items. Figure K-2 describes categories of equipment that are specifically excluded from OFSE submission. Complete the OFSE Worksheet (Figure K-3) for each OFSE requirement.

b. IPE is that part of "class four plant property" with an acquisition cost of $100,000 or more used for cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components or end items" used in

manufacturing, maintenance, supply, processing, assembly or research and development operations as identified by noun name in Joint Department of Defense Handbooks in the DLAH 4215 series and listed specifically in paragraph 036402 of the NAVCOMPT MANUAL. See Figure K-4.

(1) Fleet Commanders budget for IPE but do not fund IPE. All requirements are sent to Commander, Naval Sea Systems Command (SEA 424) for procurement action.

(2) Substantiate requirements for procurement with IPE/OPN funds by properly completing a Draft NAVSEA Plant Equipment Project (PEP) form in accordance with CINCLANTFLT/CINCPACFLTINST 4790.3, VOLUME 3, Chapter 8.

c. Duplicating and Office Copying Equipment. OPNAVINST 5600.21 charges the Defense Automated Printing Service Detachment Office (DAPSDO) with technical review and approval of all reprographic transactions within the Department of the Navy. OPN (OFSE) funding is the appropriate channel for funding these requirements when equipment cost is $100,000 or more.

d. Information Technology Equipment (ITE). See Chapter 8 for detailed guidance.

4. Submission of Requirements. TYCOM will direct separate annual budget calls for OFSE and IPE requirements. IPE budget calls will be issued by TYCOM as directed by CINCLANTFLT N432. All units will send OFSE and IPE requirements during these budget calls, ensuring inclusion of all OPN equipment requirements for the fiscal years involved. Letter reports are required with the justification sheets and supporting documents. Required data is too detailed for message transmission. However, an abbreviated report may be sent by message if all back-up documentation cannot arrive by the deadline date, to be followed by letter submission within 2 weeks. Negative reports are required and may be sent by message. When technical data is not available for deployed units, submit estimated costs.

a. Report Format of Letter Submission. Requirements will be forwarded to TYCOM as follows:

(1) For new requirements of OFSE and IPE, prepare the applicable worksheet (Figure K-3 for OFSE or PEP Form for IPE).

(2) Validate previously submitted unfunded requirements or the requirements will be canceled.

(3) Prioritize IPE and OFSE requirements separately by fiscal year.

b. Report Format of Message Submission. Interim message reports must include the following information:

(1) Funding Priority (Numerical Sequence).

(2) Nomenclature.

(3) APL/AEL (mandatory).

(4) Manufacturer.

(5) Model/Type/Cog and NSN, if applicable.

(6) Quantity.

(7) Unit Cost.

(8) Total Cost.

(9) New or Replacement.

(10) Description, including accessories.

(11) Detailed justification.

Information pertaining to validated OPN requirements may be summarized in message format. IPE Plant Equipment Projects (PEP) submitted via message should contain all information required by standard PEP form.

5. Ship's/Unit's Effort. Except in cases of emergency, commands responding to the annual Budget Call will be given funding priority for OPN requirements. Unfunded requests for emergent OPN funding received during the fiscal year will be included in the following budget submission. To take full advantage of the acquisition opportunities available, some foresight is required in identifying equipment that will require replacement during out years. Recommend that Supply Officers use Figures N-1 and N-2 to identify OPN equipment on board and then review the condition of these equipment with cognizant maintenance personnel. Consider present age of the equipment, estimated useful life remaining, repair costs incurred/projected, and any amplifying procurement or replacement information available. This review will improve input validity and more accurately define the command's total OPN funding requirements.

6. Follow-on Action. Unless otherwise advised, all OPN requirements received in response to the Budget Call will be included in the budget submission. TYCOMs will provide the reason for not forwarding individual requirements.

    a. Procurement Procedures (OFSE). TYCOM will subsequently issue direct fund cite documents to individual commands to initiate procurement action for approved OFSE requirements. Forward a copy of the procurement document to TYCOM as soon as procurement action is initiated. Also, advise date material received and invoice certified for payment.

    b. Procurement Procedures (IPE). Forward IPE PEPs to COMNAVSEASYSCOM (SEA 424) via Type and Fleet Commanders. NAVSEA PESO will screen items approved for funding by NAVSEA for availability at Defense Supply Center Richmond (DSCR) before priority sequence procurement. COMNAVSEASYSCOM (SEA 424) will provide procurement status via Fleet and Type Commanders, once procurement has been initiated. TYCOMs will provide feedback to submitting activity regarding the reason for not forwarding IPE requirements to COMNAVSEASYSCOM.

LIST OF COMMONLY REQUESTED OFSE ITEMS

AIR CONDITIONER	BROW
CAMEL	COLLATOR 1/
COMPOSER 1/	COPIER
CUTTER, PAPER 1/	DISHWASHER
DISINTEGRATOR (PAPER SHREDDER)	DRY CLEANING PLANT
DRYER, LAUNDRY	DUPLICATOR
ELECTROSTATIC PLATE MAKER 1/	EMBOSSING MACHINE
FIRE SUPPRESSION EQUIPMENT	FLATWORK IRONER
GALLEY EQUIPMENT 2/	GANGWAY
GARBAGE GRINDER	GAYLORD HOOD VENT
GENERATORS	HEADLINER 1/
HARD COPY ADAPTER 1/	HOIST (ELECTRIC, PNEUMATIC
LAMINATING MACHINE	MEDICAL/DENTAL EQUIPMENT 3/
MICROFILM CAMERA	MICROFILM PROCESSOR
MICROFICHE READER/PRINTER	MULTILITH OFFSET PRINTING PRESS 1/
OFFSET DUPLICATORS 1/	PAPER CUTTER 1/
PHOTOTYPESETTER 1/	PLATE MAKER 1/
PRESS, LAUNDRY	SAFE
SLEEVER	STENCIL CUTTING MACHINE
STENCIL MIMEOGRAPH PRINTER	TELECOPIER
TRANSFORMERS	VIDEOTAPE MACHINE
VIDEOTAPE RECORDER SET	WASHER, LAUNDRY
WASTE DISPOSER (INCINERATORS)	WATER COOLERS (DRINKING)
WATER HEATER	WELDING MACHINE
WIRE STITCHER 1/	T51 COLOR HEAD 1/

1/ Printing Equipment. All ships with an authorized printing plant must send an approval request to DPSDO, Washington, D.C. before buying printing equipment. Following ship types qualify for printing equipment: AD, AGF, AR, LCC, LHA, LHD, LPD, and LPH. Shore based activities well send printing requests to the local DPSDO.

2/ Most Galley Equipment has an NSN assigned. Refer to Shipboard Food
Equipment Catalog for a generic NSN which represents a functionally interchangeable family of like equipment (ovens, grills, ice machines, etc.) before sending an OPN requirement for galley equipment.

3/ Medical/Dental Equipment. Submit requests for all medical/dental items
per BUMEDINST 4235.7.

Figure K-1

CATEGORIES OF EQUIPMENT SPECIFICALLY EXCLUDED FROM OFSE SUBMISSIONS

1. OFSE is only a small portion of the total OPN funds. The majority of OPN funds are held by centrally managed programs. Examples (not all inclusive) of these programs and their administering office" are listed below.

PROGRAM	ADMINISTERING OFFICE
Ships Support Equipment	NAVSEASYSCOM
Training Support Equipment (Includes Training Devices)	CNET
Shipboard and Shore Electronics, Communications, and Cryptographic Aids	NAVSPAWAR
Ordnance Support Equipment	NAVSEASYSCOM
Aviation Support Equipment	NAVAIRSYSCOM
Civil Engineering Support Equipment (passenger carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment) carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment)	NAVFACENGCOM
Supply Support Equipment	NAVSUPSYSCOM
Photographic Equipment	NAVAIRSYSCOM
Meteorological Equipment	NAVAIRSYSCOM
Material Handling Equipment	NAVICP-M

2. The following is a list of items that may not be procured with OPN funds (except when centrally funded as part of critical outfitting for new units):

a. Furniture and Furnishings. These items are considered expense items and are funded by the O&MN appropriation. The user should budget for these items with OPTAR funds.

b. Other Support Items. Oil pollution abatement items such as oil containment booms, utility boats, oil skimmer units, vacuum trucks, donut systems, bilge service subsystems (coalescer units) and automatic alarms and controls to provide protection against polluting oil spills are managed and budgeted by NAVSUPSYSCOM. See OPNAVINST 5090.1B for details.

c. Shipboard Information. Training and Entertainment (SITE) Closed Circuit TV Systems. CNO, Office of Chief of Information, OPNAV (Code 007C) manages SITE systems and associated equipment. The Chief of Information supports only approved standardized shipboard equipment.

d. Major End-Items. Weapon system managers govern major end-items of expensive, durable equipment. Systems Commands budget and provide these items. Address requirements for these items to the cognizant Systems Command or the Naval Facilities Engineering Command.

e. Stock Funded Items. Stock funded items, identified by odd number cognizance symbols 1, 3, 5 and 7, are funded by the user from OPTAR funds.

f. Appropriation Purchases Account (APA). APA funded items, identified by even number cognizance symbols 2, 4, 6 and 8, are issued free to the user, therefore, (OPTAR) O&MN funds are also unauthorized. NAVSUP P-485 applies.

Figure K-2

<u>BUDGET/APPORTIONMENT WORKSHEET</u>
<u>OTHER PROCUREMENT, NAVY (OPN) B. A. 7</u>
<u>OPERATING FORCES SUPPORT EQUIPMENT</u>
<u>(OTHER THAN IPE)</u>

_____   _____   _____
ACTIVITY/SHIP NAME   UIC NUMBER   FISCAL YEAR

_____   _____
EQUIPMENT NOMENCLATURE   APL/AEL NUMBER

_____   _____   _____
PRIORITY   MANUFACTURER   MODEL/TYPE

_____   _____   _____   _____
QUANTITY   UNIT COST   INSTALLATION COST   TOTAL COST

_____   _____   _____
NEW   REPLACEMENT   NO. ON HAND

ITEM DESCRIPTION:

DETAILED JUSTIFICATION:

ACTIVITY/SHIP CONTACT: NAME   PHONE NO.
                              _____   _____

TYCOM ACTION:

_____ FUNDED REQN NR _____
_____ INCLUDED IN FY_____ BUDGET
_____ INELIGIBLE FOR OFSE (OPN) FUNDING
_____ UNAUTHORIZED FOR OPN FUNDING
_____ INSUFFICIENT FUNDS

            _____
                    SIGNATURE/DATE

Figure K-3

DSC RICHMOND CONTROLLED PLANT EQUIPMENT

FSC	NOMENCLATURE
3405	Saws and Filing Machines
3408	Machining Centers and Way Type Machines
3410	Electrical and Ultrasonic Erosion Machines
3411	Boring Machines
3412	Broaching Machines
3413	Drilling and Tapping Machines
3414	Gear Cutting and Finishing Machines
3415	Grinding Machines
3416	Lathes
3417	Milling Machines
3418	Planers and Shapers
3419	Miscellaneous Machine Tools
3422	Rolling Mills Drawing Machines
3424	Metal Heat Treating & Industrial Furnace & Metalizing Equipment
3426	Metal Finishing Equipment
3431	Electric Arc Welding Equipment
3432	Electric Resistance Welding Equipment
3433	Gas Welding, Heat Cutting, and Metalizing Equipment
3436	Welding Positioners and Manipulators
3438	Miscellaneous Welding Equipment
3441	Bending and Forming Machines
3442	Hydraulic and Pneumatic Presses, Power Drive
3443	Mechanical Presses, Power Driven
3445	Punching and Shearing Machines
3446	Forging Machinery and Hammers
3447	Wire and Metal Ribbon Forming Machinery
3448	Pivoting Machines
3449	Miscellaneous Secondary Metal Forming and Cutting Machines
3450	Machine Tools, Portable
3460	Machine Tool Accessories

Refer to NAVCOMPT Vol. III, Paragraph 036402 for more detailed breakdown of equipment listed under the above Federal Supply Classes.

Figure K-4

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APPENDIX L

MISCELLANEOUS AND ILO PROGRAM CHECK-OFF LIST

1. Predeployment Analysis Assist Visit (NAVSURFLANT Ships Only). Approximately 90 days before ship's deployment, COMNAVSURFLANT will schedule SNAP II/III and micro-SNAP ships for a Predeployment Analysis Assist Visit. The following will be reviewed:

    a. Material Outstanding File/with Status (RPT073).

    b. Material Obligation Validation/in JCN sequence (RPT165).

    c. Tech Edit Listing/in Request Number sequence (RPT045).

    d. Requirement Listing/in Request Number Sequence (RPT074).

    e. Trial Reorder Review (RPT029).

    f. COMNAVSURFLANT Suitcase Utility Programs. Analyzes 3M/MDS, MAMs, and outstanding requisitions with overage status.

    g. Fleet Item Load List (FILL) Utility Tape. Updates stock record files by annotating FILL designated items.

    h. Other areas addressed are DLR, inventory, and financial management, and shipboard training for SKs and Supply Petty Officers.

2. Material Outstanding File (MOF) Analysis (NAVSURFLANT Ships Only). Sixty to ninety days before deployment, send MOF (RPT073) with interpreted status to COMNAVSURFLANT (N411B) via SALTS or floppy disk. Outstanding requisitions will be screened against the Consolidated Residual Asset Management Screening Information (CRAMSI) system. Items located in CRAMSI will be redistributed to Force units at no cost. Items with shipping or BA status will not be screened.

3. Critical Item Management Program (CRIMP). CRIMP was established in 1986 to make sure deploying ships have a full allowance of On Board Repair Parts (OBRPs) of the most critical CASREP causing NSNs for specified combat systems. TYCOMs conduct combat systems analysis annually to determine which NSNs and NICNs are generating the highest frequency of CASREPs. Analysis is performed on CASREP data provided by NAVICP-M. NSNs/NICNs become CRIMP candidates if they generated three or more CASREPs in the past 12 months and are allowed as OBRPs. Other technical factors such as Best Replacement Factor (BRF) are also considered. If an item is not an allowed OBRP, Naval Sea Logistics Center (NAVSEALOGCEN) is contacted to perform a Navy wide analysis and consider establishing the item as an allowed OBRP. The timeline for CRIMP review is as follows:

    a. COMNAVSURFLANT/COMNAVSURFPAC

      (1) Annually COMNAVSURFLANT (N411B) will:

        (a) Obtain "Sweet 16" list of key combat systems from COMNAVSURFLANT (N6) that will be designated for CRIMP assessment.

        (b) Submit Equipment Identification Codes (EICs) for applicable systems to NAVICP-M to obtain CASREP data for last year.

        (c) Review the top CRIMP CASREP causing NSNs/NICNs.

        (d) Analyze data received from NAVICP-M for NSNs/NICNs that have caused three or more CASREPs and are allowed OBRPs.

(e) Develop CRIMP list.

(2) <u>Annually</u> COMNAVSURFPAC (N4151) will:

(a) Submit top ten Equipment Identification Codes (EIC) for applicable systems to NAVICP-M to obtain CASREP data for last year.

(b) Review the top ten CRIMP CASREP causing NSNS/NICS.

(c) Analyze data received from NAVICP-M for NSNS/NICS that have caused two or more CASREPs and are allowed OBRPS.

(d) Develop CRIMP list and prepare letter and enclosures to applicable ship.

(e) Review/update quarterly for all ships.

(3) Four Months Before Battle Group Deployment (NAVSURFLANT Ships only):

(a) Identify systems applicable to deployers.

(b) Using NAVICP-M TYCOM COSAL (a CD-ROM product), determine NSN/NICN allowances under the .5 FLSIP+ COSAL allowance computation.

(c) Check Force Inventory Management Analysis Reporting System (FIMARS) database for ships' allowances, quantities on hand, locations, and if on order, requisition numbers and status.

(4) Three Months before Battle Group Deployment (NAVSURFLANT Ships only): Forward CRIMP lists to applicable ships via SALTS.

b. Upon receipt of CRIMP list deploying ships will:

(1) NAVSURFLANT units will:

(a) Assign Local Management Code (LMC) "CR" (Critical Repair) to the applicable SRCs/BMFs/SRFs to focus special attention on the items.

(b) Physically inventory CRIMP items.

(c) Provide actual inventory quantities of CRIMP items onhand and requisition number(s) and status for items below allowance to COMNAVSURFLANT (N411B) via SALTS (SALTS Address "SFL") within 10 working days of receipt.

(2) NAVSURFPAC units will:

(a) Assign Local Management Codes (LMC) to applicable SRCs/BMFs/SRFs to focus special attention on these items.

(b) Inventory CRIMP items.

(c) Screen residual asset pools (RAM/CRAMSI) for available material to fill CRIMP deficiencies aboard ship.

c. Two months before Battle Group deployment COMNAVSURFLANT (N411B) will:

(1) Screen residual assets for available CRIMP material to fill ships' deficiencies. If items are available from residual asset cites, COMNAVSURFLANT (Code N411B) will direct shipment from the RAM/CRAMSI site and notify the ship via SALTS.

(2) Assist with expediting, if required, outstanding requisitions with appropriate ICPs.

4. <u>SCLSIS Validations/Audits</u>. The purpose for conducting SCLSIS/ audits on selected ships is to determine the quality of the configuration and logistics data in the Ships Configuration and Logistics Support Information System (SCLSIS) database. The SCLSIS validations are done in conjunction with the TYCOM requesting Optimized Shipboard Allowances using the TAT method. This is accomplished by a sight validation of equipment configuration or by a record check against verified sources. The audit will check the accuracy of the APL reflected in the configuration files that provide piece part support and the functional configuration data elements. The validation will establish a baseline for measuring SCLSIS effectiveness. A validation can also identify possible problem areas that could be resolved during the Configuration Overhaul Planning (COP) process for an availability. An audit will give quantitative results to be measured against the validation results. Trend analysis of audit results may better define problem areas during an availability or during the operating cycle. The validations and audits will be conducted by FTSCLANT, FTSCPAC, LANTFLTILO, NAVSEA, and the Configuration Data Manager (CDM).

<div align="center">ILO CHECK-OFF LIST</div>

1. <u>Pre-ILO Action Items</u>. Complete <u>all</u> action items for an Integrated Logistics Overhaul (ILO). For Integrated Logistics Review (ILR) (SURFLANT)/Phased Maintenance Review (PMR) (SURFPAC), complete all action items applicable to the type of planned support (i.e., CAG, RAG, TAG, and PAG). (SOA - Start of Availability)

REQUIREMENT	ACTION	MILESTONE
a. Discontinue reordering shelf life material for stock.	Supply	SOA - 180 days
b. Submit SNAP COOP van request to TYCOM, if required	Supply	SOA - 120 days
c. Review and discuss lessons learned from ship of the same class that recently completed ILO	Supply	SOA - 90 days
d. Conduct thorough Material Obligation Validation	Supply	SOA - 75 days
e. Purge requisitions from the MOF with overaged shipping status and Open BAs.	Supply	SOA - 75 days
f. Begin follow-ups on all outstanding requisitions for stock. Cancel requisitions for stock repair parts for equipment that will be removed during overhaul. Continue to process all status.	Supply	SOA - 60 days
g. Run "Stock Record/Stock Dues Reconciliation" (RPT 100)	Supply	SOA - 60 days
h. Continue reordering for stock. Order SIM to allowance vice high limit.	Supply	SOA - 60 days
i. Inventory all DLRs	Supply	SOA - 60 days
j. Print RPT 042 for AT9s and QA relationship to AT1s. (i.e., substitutes, interchangeable, superseded). Print and correct errors on RPT 041 (SRF Validation Exception List).	Supply	SOA - 60 days
k. Inventory all test equipment by serial number.	EMO	SOA - 60 days
l. Requisition materials needed for repair parts offload.	Supply	SOA - 60 days
m. Select MSAT Team.	XO	SOA - 30 days
n. Make sure expenditure files are up to date, including all surveyed	Supply	SOA - 30 days

DLRs

o. Make sure all DLR carcasses have been off-loaded and documented.	Supply	SOA - 30 days
p. Keep all HAZMAT and stocked consumables on board. Assign LMCs for management visibility. See subpara u.	Supply	SOA - 30 days
q. Host pre-arrival brief.	Supply	SOA - 30 days
r. Make necessary arrangements with PWC for transporting storeroom material to the ILO/FTSCPAC site.	Supply	SOA - 30 days
s. Process all ASI Tapes/RAD downloads until SOA, then forward tapes to ILO/FTSCPAC Site. Order NAVSEA TOB requirements before entering ILO/ILR.	System Coord	SOA - 20 days
t. Obtain secure stowage area for accountable material once overhaul site is identified. Review transportation requirement.	Supply	SOA - 20 days
u. Inventory all classified tech manuals that will stay onboard.	DEPT Heads	SOA - 20 days
v. Complete storeroom drawings.	Supply	SOA - 20 days
w. Develop off-load plan.	Supply	SOA - 20 days
x. All applicable Departments conduct inventory and turn-in MAMs, OSI (DLR/Aegis weapon systems material only,) and any excess spare parts to Supply Department.	Supply/ DEPT Heads	SOA - 20 days
y. Begin staging repair parts for off-load.	Supply	SOA - 20 days
z. Begin building storeroom mock-up at ILO/FTSCPAC.	Supply	SOA - 15 days
aa. Assign LMCs to all bulkhead mounted spares, OSI (DLR/Aegis weapon systems material only) and bulk items that will not be off-loaded to the ILO/FTSCPAC site. Provide an inventory of parts remaining on board to ILO/FTSCPAC.	Supply	SOA - 10 days
ab. Before downloading SNAP II database to ILO/FTSCPAC site, run 2 copies of the following reports, keep 1 copy. (NAVSURFLANT ships only: 1 copy to TYCOM.)	Supply	SOA - 05 days

(1) Reorder review of HME/MAM/OSI (DLR/Aegis weapon system material only)/Q COSAL (RPT 029)

(2) Issue/MTIS/OSO reports (RPT 064)

(3) Stock Status Listing for HME/MAM/OSI (DLR/Aegis weapons system material only)/Q COSAL (RPT 042)

ac. Run requisition history tape processing.	Supply	SOA - 05
ad. Run live transaction ledger.	Supply	SOA - 2 days
ae. Run complete system backup.	System	SOA - 01 day

	Coord	
af. Download SNAP II database to ILO/FTSCPAC site according to procedures provided by ILO/FTSCPAC.	System Coord	SOA
ag. Forward copy of 43P1 to ILO/FTSCPAC.	3-M Coord	SOA
ah. Off-load repair parts.	XO/ Supply	SOA
ai. Off-load technical manuals.	XO	SOA
aj. Transfer MSAT team to ILO/FTSCPAC site.	XO	SOA

2. Action Items During an ILO/FTSCPAC

a. ILO MSAT Team will review/update SRFs with AARC (see paragraph 6306).

b. ILO MSAT Team will update SRFs for shelf-life material to reflect expiration dates and LMCs for Type I (T1) and Type II (T2) shelf-life material.

c. When ordering repair parts for ship's force work during an availability/overhaul, ensure demand code "N" (non-recurring) is used.

d. Reset constants file number "2" to exclude level setting computations during availability/overhaul. Set the flag for consumables/repair parts to "N."

e. Issue repair parts at the ILO/FTSCPAC site for ship's use only after receiving CO's permission.

f. Send ILO program status via CO's weekly SITREP message.

g. The ship's Supply Officer should visit the ILO/FTSCPAC site weekly and make sure the POA&M is prepared and milestones are being met. Give the Department Heads a tour of the ILO/FTSCPAC site. Recommend COs visit the ILO/FTSCPAC site monthly.

h. Continue requisition transactions for DTO material as prescribed NAVSUP P-485 (except where modified by Constants File resetting). AUTOMATED SHIPS ONLY: Process all reports as directed by NAVSUP P-485 with the following exceptions:

(1) LBI/GBI (Rpt 067/068),

(2) Issue/MTIS/OSO (Rpt 064),

(3) Reorder Reviews (Rpt 029).

i. Continue processing all status and forward a status tape/diskette after each status processing evolution (or at least monthly) to the ILO/FTSCPAC Team.

j. Make sure stock material received during the RAG is delivered and inventoried at the ILO/FTSCPAC site. Process receipts for stock material at the ILO/FTSCPAC site (not on the ship). The ILO/FTSCPAC Team will provide a receipt tape/diskette to the ship.

k. After completion of shortage/excess calculations, ILO/FTSCPAC will provide the ship the total line items and dollar value of both DLR and Non-DLR TYCOM shortages. High dollar value shortages ($500 or greater) must be thoroughly reviewed and investigated. Valid shortages must be screened against residual assets. Note: The ship must confirm EMRM funds are available and reserved to fund these shortages before submitting TYCOM requisitions. Submit EMRM OPTAR augment requests as required.

 Make sure reorder is not placed until funds are available. Submit DLR shortage surveys per NAVSUP P-485 paragraph 5125 and Appendix D.

l. Before back-loading the ship's database from ILO/FTSCPAC to the ship's mainframe, run the following reports:

(1) On the ship:

(a) Reorder Review (Rpt 029) for all COSAL types. There should be no requirements identified,

(b) Requisition History Tape processing,

(c) Live Transaction Ledger,

(d) Complete system backup.

(2) At ILO/FTSCPAC Site:

(a) Stock Status Listing for ARRC only (RPT042). Report should state, "no records qualify."

(b) Stock Status Listing for Shelf-Life only. Ensure expiration dates and LMCs of T1/T2 entered on SRFs.

(c) SOEAPL. There should be no APLs displaying pound signs (#) unless identified that parts list will be included in subsequent ASI tape/RAD download.

m. From the ILO/FTSCPAC site, back-load the ship's COSAL, tech manuals, PMS material, stock material, and Stock Record Cards for non-automated ships or database to ship's mainframe for automated ships.

n. Forward OPNAV 4790/CKs to ILO/FTSCPAC for all alterations accomplished by SIMA/ship.

o. Process requisition cancellations and make necessary stock record adjustments at the ILO/FTSCPAC site per allowance change authorization letters and messages from SEALOG/NAVICP.

p. Process requisition and receipt transfer tapes from ILO/FTSCPAC into ship's SNAP database regularly. Make sure Exception Listings are reviewed and appropriate actions taken to correct discrepancies identified.

q. Process status tape from ship's SNAP into ILO's SNAP at least monthly.

r. Review NSNs from the old (pre-SOA) SIM Stock Status Listing. If still allowed, retrieve material from excess to bring on hand quantities to the pre-SOA "high limit."

s. Develop repair parts backload plan. Make sure no excess material is backloaded unless authorized by the TYCOM.

3. Post Back-load QA Procedures

a. Request the ILO/FTSCPAC site provide the following printed reports:

(1) ILO Stock Status Listing.

(2) List of NAVSEA requisitions submitted.

(3) List of TYCOM requisitions submitted.

(4) List of TYCOM shortages "not" requisitioned.

(5) Excess Listing.

(6) Cancellation Action Report.

b. Process the exception listing provided as a result of ILO/FTSCPAC database back-load.

c. Run the special purpose program "Stock Record/Stock Dues Reconciliation" (Rpt 100).

d. Run the following reports:

(1) Reorder Review (Rpt 029) for HME, OSI, MAM, and "Q" COSAL (if applicable). The only requirements that should be listed are the TYCOM deficiencies identified during ILO but not ordered. If there are deficiencies, verify the money value is the same as identified by ILO/FTSCPAC. Resolve all discrepancies.

(a) Research procedures are as follows:

(1) Compare valid requirements with the list provided by ILO/FTSCPAC of "TYCOM shortages not requisitioned."

(2) Any NSN on Rpt 029, not on the Pre-ILO/FTSCPAC Rpt 042, but on the ILO/FTSCPAC Stock Status List should qualify for NAVSEA funding. Check the list of NAVSEA requisitions submitted; if not on list, submit a NAVSEA funded requisition.

(3) Any NSN on Rpt 029, not on ILO/FTSCPAC Stock Status Listing, but listed on Pre-ILO/FTSCPAC Rpt 042, is invalid and the Stock Record File should be deleted.

(b) After conducting research, run another Rpt 029 (do not consider stock consumables). Rpt 029 should now equal the ILO/FTSCPAC list of "TYCOM shortages not requisitioned."

(2) Requisition History Tape processing.

(3) Live Transaction Ledger.

e. Run and review the Stock Status Listing (RPT 042) for the following material:

(1) AT1 – Make sure that none of the NIINs have the automatic reorder restriction code (ARRC) flag set.

(2) AT4 – Make sure the NSNs still qualify for DBI stocking.

(3) AT5 - There should be none except those authorized in writing to be kept by TYCOM.

(4) AT6 - There should be none. If any, review for APL applicability and verify for current WSF allowances. Off-load valid excess and/or cancel applicable outstanding requisitions.

(5) AT8 - After running the "Stock dues/reconciliation" utility, stock records for non-allowed material with outstanding requisitions will be built and assigned AT Code 8. Initiate cancellation action/follow-up for applicable requisitions.

(6) AT9 – Make sure Cross-Reference File (CRF) is properly built. ARRCs are not necessary for AT9 material.

f. Reset Constants Files "02" per SNAP II Desk Top Guide, Vol. 7 then run "Global Level Setting." Note: Constants File "02" should exclude the availability period.

g. Reissue MAMs to designated custodians per COMNAVSURFLANTINST 4440.3A/ COMNAVSURFPACINST 4440.4A. To maintain accountability, obtain signatures and retain turnover documents until the next scheduled MAMs inventory.

4. End of ILO program Report

a. Submit a "one time" report to TYCOM, info the ship's ISIC (Squadron) and respective Regional Support Group with the following data:

(1) After repair part back-load inventory results:

(a) Number of Non-Repairables inventoried: _____
                                    Accuracy percentage: _____

(b) Number of Repairables inventoried: _____
                                    Accuracy percentage: _____

(2) Number of line items and dollar value of reorder review deficiencies:

(a) Pre-ILO Reorder Review Statistics:

HME - Repairables   _____
Non-repairables   _____
MAM   _____

(b) Post-ILO Reorder Review Statistics:

HME - Repairables   _____
Non-repairables   _____
MAM   _____

(3) Number of outstanding OPNAV 4790/CKs (configuration changes) not reflected in database.

APPENDIX M

HOST/PARENT RESPONSIBILITIES FOR CROSS-FLEET OPERATIONAL SUPPORT

1. Background. With increased cross-fleet operations, the requirement exists to delineate responsibilities of host and parent type commanders for supporting fleet units. This appendix should aid operating and support commanders in identifying and clarifying which type commander has action responsibility for support matters that arise through the work-up and deployment cycle.

2. Definitions. The following definitions apply:

    a. Parent type commander is that type commander which is the controlling custodian of the supported unit.

    b. Host type commander is that type commander which has logistic cognizance by virtue of the deployment or exercise location.

3. Pre-deployment/Pre-exercise Responsibilities. The parent type commander will make sure all units are combat ready before deployment. For cross-fleet operations during pre-deployment/pre-exercise work-ups [i.e., refresher/type training, Operations Readiness Evaluation, preparing for overseas movement (POM), etc.], all administrative responsibilities are assigned to the parent type commander.

4. Deployment Responsibilities. For cross-fleet operations during deployment, the specific responsibilities for parent and host type commanders are as follows:

Area	Parent	Host	Joint	
Administrative Support		XX		Note 1
ADPE/WPE Assistance		XX		
Cannibalization Actions	XX			Note 2
Crypto Materials Distribution			XX	Note 3
Fuel Replenishment Support		XX		
Legal Affairs Support			XX	Note 4
Maintenance Support				
Industrial Coordination			XX	Note 5
Funding	XX			
OPORDER Distribution		XX		
OPTAR Funding	XX			
PAO Assistance	XX			
Personnel Matters	XX			
Postal Support		XX		
Supply Requisition Expediting/Assist			XX	Note 6
Supply Support		XX		
TADTAR/TEMADD Funding	XX			
SORTS		XX		Note 7
Weapons/Ammo Replenishment		XX		
Pre-deployment/Deployment Readiness Reports	XX			
Intelligence Support				
Publication Allowance	XX			
Intelligence Systems	XX			Note 8
SSO Administration			XX	
Personnel Augmentation	XX			

NOTES:

(1) TYCOM instructions, guidance messages, etc., for particular areas of concern (reporting requirements, request for support matters, etc.) should be addressed to the host TYCOM.

(2) Parent type commander responsibility, with host kept advised and assistance requested if required.

(3) CINCPACFLT/CINCLANTFLT's CMS instructions should be consulted before ordering CMS material.

(4) Legal affairs management will be guided by the policies and procedures established in Force Regulations, except that maximum utilization of available resources is preferred; e.g., NJP appeals, court-martial records of trial, etc., will be forwarded to nearest supervisory authority for appropriate action. Because of the frequent need for subsequent action on legal matters after a unit has returned to the parent type commanders jurisdiction, the parent type commander shall be kept advised of any significant matter through the inclusion of the parent type commander as an "information" or "copy to" addressee on all messages and correspondence relating to such matters.

(5) Parent TYCOM/FLTCINC retains responsibility for funding depot maintenance for units in all theaters. Placement and coordination of maintenance within the theater rests with the area logistics coordinator, assisted by both parent and host TYCOM as requested. Units shall include both parent and host type commanders on all casualty reports and maintenance related correspondence.

(6) Units include both parent and host type commander as action addressee on all NORS/ANORS requisitions and casualty reports. Parent type commander will monitor and expedite those requisitions passed to CONUS supply activities, keeping host type commander advised and requesting assistance when required.

(7) Units include parent type commander as "info" on all reports.

(8) Parent TYCOM/FLTCINC retains responsibility for intelligence systems. Maintenance becomes a joint responsibility.

APPENDIX N

(FOR NAVSURFLANT UNITS ONLY)
EXTREME COLD WEATHER (ECW) CLOTHING and BODY ARMOR POOLS

1. Background. Deploying units operating in extreme cold weather zones must make sure ECW clothing is available for assigned personnel who may be exposed to the frigid environment and body armor must be available for boarding parties. COMNAVSURFLANT established ECW clothing and body armor pools at Atlantic Fleet Integrated Logistics Overhaul Activity, St. Juliens Creek, Portsmouth, VA to provide readily available ECW clothing and body armor to ships on a temporary basis. Body Armor will be loaned only to ships deploying to the MED or MEF. The pools were established to serve as a temporary augment to the ship's onboard ECW clothing and body armor allowances. Special requests for ECW clothing and body armor for other units/activities may be approved by COMNAVSURFLANT (N411B) on a case basis.

2. Responsibilities

    a. COMNAVSURFLANT will:

        (1) Provide guidance and direction for implementation, operation, and maintenance of the ECW Clothing and Body Armor Pools.

        (2) Conduct annual reviews of pools' requirements by authorized holders.

        (3) Establish, review, and publish stocking objectives to LANTFLTILOACT for items carried in the ECW Clothing and Body Armor Pools' inventories.

        (4) Resolve unique circumstances not covered by this instruction.

    b. LANTFLTILOACT will:

        (1) Maintain custody, control, and accountability for the ECW Clothing and Body Armor Pools' inventories.

        (2) Maintain an ECW Clothing/Body Armor Item Record (Figure N-1) for each line item in the pools' inventories.

        (3) Submit an annual inventory of the ECW Clothing and Body Armor Pools to COMNAVSURFLANT (N411B) not later than 1 July with recommendations for increases, decreases, additions, and deletions. The inventories will provide, as a minimum, the following information: NSN, nomenclature, size, quantity on hand, quantity on loan, quantity on order, number of loans in the past year, and total quantity loaned in the past year.

        (4) Issue ECW clothing and body armor to NAVSURFLANT deploying units up to, but not to exceed limits authorized in the ECW Clothing Allowance Table (Figure N-2). Follow-up with customers when projected turn-in dates expire.

        (5) Coordinate with deploying units as necessary to issue, receive, and inspect ECW clothing and body armor to determine condition, deficiencies, and value of items lost or damaged while on loan. The user will be directed to replace items lost or damaged beyond economical repair.

        (6) Prepare documentation, as required in NAVSUP P-485, to dispose/ survey items that are beyond economical repair, missing, lost or stolen.

        (7) Maintain pool inventory levels as identified in the ECW Clothing/Body Armor Pools Stocking Objectives (Figure N-3).

    c. NAVSURFLANT deploying units will:

(1) Request ECW clothing and body armor articles from LANTFLTILOACT. Requested quantity should not exceed the difference between the allowance quantity cited in Figure N-2 and the actual quantity on board. The request will consist of a cover letter and DD Forms 1149. Cover letters must specify the period articles are required and a point of contact. Use one DD Form 1149 listing the ECW clothing items, quantities, and sizes and another DD Form 1149 listing required body armor, quantities, and sizes.

(2) Notify LANTFLTILOACT, at least 10 working days in advance, of requirements for ECW clothing pick-up and turn-in.

(3) Establish shipboard procedures to ensure control and accountability of pool items.

(4) Arrange for dry-cleaning/laundering, and if necessary, renovation of borrowed ECW clothing.

(5) Order missing, lost/stolen items or provide funding document to FLTILOACT.

(6) Neatly box clean items for return with mothballs and clearly identify nomenclature, NSN, and quantities.

(7) Return pool items to LANTFLTILOACT NLT 30 days after return from deployment to maximize availability of pool assets to other deployers.

(8) Notify COMNAVSURFLANT (N411B) via LANTFLTILOACT of problems associated with the range and depth reflected in Figure N-2.

EXTREME COLD WEATHER (ECW) CLOTHING/BODY ARMOR ITEM RECORD

DESCRIPTION: _____

ALLOWED QTY: U/I: _____   A/P: _____

COG/NSN: _____   SUB NSN: _____

LOC: CUSTODIAN:

RESPONSIBLE/ACCOUNTABLE OFFICER: _____

DATE	DOC NR	ACTIVITY	QTY ISS	QTY RCVD	SHORT (-)	EXCESS (+)	ON ORD	RFI BAL	SURVEY DOCUMENT

Figure N-1

ECW CLOTHING POOL ALLOWANCE TABLE

SHIP TYPE	MAX QTY	SHIP TYPE	MAX QTY
ATS/PC	20	T-AFS	65
LST	25	AOR	70
ARS/FFG/FFT	30	AGF	75
AO/LKA/LSD	35	AOE/CGN	90
FF/LPD	45	MCS	105
DD	50	LCC	155
CG/DDG/MCM/MHC/MSO	55	LHA/LHD	145
AE	60		
CNBG 2	60		

The maximum quantity refers to a basic issue of ECW clothing; i.e., 1 each jacket, suspender, hood, mask and 1 pair of trousers, mittens, inserts and boots. Unique requirements will be handled on a case basis.

Note: Personal, consumable articles of ECW clothing; i.e., drawers, undershirts and socks are not available from the COMNAVSURFLANT ECW Clothing Pool due to hygiene considerations.

Figure N-2

ECW CLOTHING/BODY ARMOR POOLS STOCKING OBJECTIVES

EXTREME COLD WEATHER CLOTHING:

Nomenclature	Size	NSN	QTY
Jacket-A-1	EX LRG	9D 8415-00-349-9316	13.0%
Jacket-A-1	LRG	9D 8415-00-349-9315	34.5%
Jacket-A-1	MED	9D 8415-00-349-9314	42.5%
Jacket-A-1	SM	9D 8415-00-349-9313	10.0%
Total Jackets-A-1 (100%)			1110
Trouser-A-1	EX LRG	9D 8415-00-575-1246	10.5%
Trouser-A-1	LRG	9D 8415-00-575-1240	26.4%
Trouser-A-1	MED	9D 8415-00-575-1230	44.8%
Trouser-A-1	SM	9D 8415-00-575-1225	18.3%
Total Trouser-A-1 (100%)			1110
Mittens-A-1	EX LRG	9D 8415-00-965-1755	10.6%
Mittens-A-1	LRG	9D 8415-00-965-1754	23.05%
Mittens-A-1	MED	9D 8415-00-965-1753	55.72%
Mittens-A-1	SM	9D 8415-00-965-1752	10.63%
Total Mittens-A-1 (100%)			1110
Hood-Extreme Cold Weather (100%)	N/A	9D 8415-00-472-4695	1110
Trouser Suspenders (100%)	N/A	9D 8440-00-221-0852	1110
Mask, ECW, Dry/ Wet Cold (100%)	N/A	9D 8415-01-181-1398	1110
Boots-Insl	13W	9D 8430-00-913-3423	1.38%
Boots-Insl	13R	9D 8430-00-913-3422	0.67%
Boots-Insl	12W	9D 8430-00-913-3421	2.25%
Boots-Insl	12R	9D 8430-00-913-3420	3.69%
Boots-Insl	11W	9D 8430-00-913-3419	4.45%
Boots-Insl	11R	9D 8430-00-913-3418	8.38%
Boots-Insl	10W	9D 8430-00-913-0341	6.59%
Boots-Insl	10R	9D 8430-00-913-3417	15.69%
Boots-Insl	9W	9D 8430-00-913-3416	10.70%
Boots-Insl	9R	9D 8430-00-913-3415	14.96%
Boots-Insl	8W	9D 8430-00-913-3414	9.54%
Boots-Insl	8R	9D 8430-00-913-3413	11.40%
Boots-Insl	7W	9D 8430-00-913-3412	2.99%
Boots-Insl	7R	9D 8430-00-913-3411	4.21%
Boots-Insl	6W	9D 8430-00-913-3410	1.49%
Boots-Insl	6R	9D 8430-00-913-3409	1.61%
Total Boots-Insl 100%			1110

Figure N-3

ECW CLOTHING/BODY ARMOR POLLS STOCKING OBJECTIVES (CONTINUED)

Nomenclature	Size	NSN	QTY
Glove Inserts, Cold 100%	N/A	9D 8415-00-682-6575	1110

Note: Percentage values represented under QTY column indicate approximate percentage of total inventory carried.

BODY ARMOR:

LANTFLTILOACT holds 57 "ship sets" of body armor. One additional "ship set" has been issued to USS LA SALLE. One "ship set" consists of:

Nomenclature	Size	QTY
Vest, Second Chance Model 2212	regular, medium	3
Vest, Second Chance Model 2212	long, medium	3
Vest, Second Chance Model 2217	regular, large	3
Vest, Second Chance Model 2217	long, large	3
Vest, Second Chance Model 2222	x-large	2
	Total:	14 vests

Figure N-3 (Continued)

APPENDIX O

SUPPLY MANAGEMENT INSPECTION (SMI) SELF-ASSESSMENT GUIDE (Optional)

1. The purpose of this self-assessment guide is to assist the Supply Department in focusing on upcoming personnel changes as the ship returns from deployment. It will prompt the departmental leadership to evaluate which schools and courses are needed, to identify which critical NECs must be replaced as personnel transfer, and to start building a departmental tailored training program geared toward supporting the ship's next deployment. It will also provide a snapshot of the health of the current Supply operation using key pulse points.

2. When completing this self-assessment guide, or reviewing responses with your senior leadership, keep in mind the objectives. The first objective is to establish a baseline of your department/division's training requirements. The guide will serve as a data collection tool for the command. The second objective is to provide a snapshot of areas needing additional training or attention, regardless of planned personnel transfers.

3. The answers will serve as the initial assessment of the department's training requirements, so be candid! No one will be served by presenting a picture that is different from reality. The goal of this guide is to help you help yourself.

4. As you go through the guide, you will see that a block of numbers follows most major sections from a low of 1 to a high of 7. These blocks are the "Supply Officer's Evaluations." For each of these categories you are asked to assess the relative strength of that function within your operation. If your Depot Level Repairable management is exceptional, rate it a "6" or "7."   If it is an area that requires some work and training, consider assigning a relative strength of something less than "4." You will use this initial feedback to begin tailoring your training plan to overcome shortfalls as well as the primary areas of focus for outside assistance.

5. Complete the Self-Assessment Guide before returning to homeport from deployment. Provide a copy to the local ATGs (optional for SURFPAC units) within 45 days of returning from deployment. ATGs will assist in developing an individualized training plan geared to the ship's next deployment.

TABLE OF CONTENTS

GENERAL STORES SNAP II

SNAP I - SAC 207 - USID "C"

SNAP I - SAC 207 - USID "A"

AUTOMATED DATA PROCESSING

3M AND MDS

FOOD SERVICE

General Stores (SNAP II)
Training Requirements

USS_____

Self-Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training	Length	Graduates	PRD/NEC
SNAP II Supervisory Systems Specialist (FTC)[1]	10 days		
SNAP II Leading SK (FTC)[2]	20 days		
Afloat Small Purchase (NRCC)[1]	5 days		
HAZMAT Information Systems (FISC)[1]	½ day		
HAZMAT Awareness and Control (FISC)[1]	½ day		
Hazardous Material Control and Management (HMC&M) Technician	5 days		
Afloat Environmental Protection Coordinator	3 days		
Afloat Hazardous Material Coordinator	2 days		
Financial Technical Assist (DAO)	7 days		
Ship's Configuration Maintenance Course (FLTILO)[3]	3 days		
Ship's Configuration Maintenance Course Instructor (FLTILO)[4]	6 days		
SNAP II Systems Coordinator Adv Seminar (SPAWARSYSCEN)	5 days		
LAMPS/VERTREP/PUK/AIMS Training [5]	2 days		
RPPO - SNAP II (MDS) (ATG)	1 day		
Financial End Use (ATG)	1 day		
MOV Procedures (ATG)[2]	1 day		
DLR Management (ATG)[2]	1 day		
MAM Management (ATG)[2]	1 day		
Others:			
SNAP II Emergency Assist Visit (SPAWARSYSCEN)			
ATG Specific Functional Assist Visit			
CNSL Pre-deployment Analysis (PDA) Assist Visit			

[1]One graduate minimum. LCPO recommended.
[2]Two graduates minimum. LCPO and SK performing task recommended.
[3]Formerly COSAL Use and Maintenance. All Supply Corps Officers, 3M Coordinators, SK's Work Center Supervisors, Departmental 3M Assistants and Repair Parts Petty Officers minimum. Recommend additional personnel be trained to facilitate duty rotations and personnel turnover.
[4]Optional course. Recommend one or two E-6/7 attend in order to maintain qualifications discussed in footnote 3.
[5]SUPPO, LCPO, and PUK SK for deploying units.

SK Manning and Support							
1. In the space below indicate the number authorized and number assigned for the following SK rates.							
SKCM	SKCS	SKC	SK1	SK2	SK3	SKSN/SA	Other
Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:
Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:
2. How many prospective gains in the next 6 months?							
3. How many prospective losses in the next 24 months?							
4. Review required SMD/EDVR for required NECs. How many, and which, are prospective losses in the next 24 months?							

Budget OPTAR Reporting (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
5. Total TLs 1 thru the latest final TL produced for current FY.	$
6. Record Column 22 from latest BOR produced for current FY.	$
7. Calculate the difference.	$
8. How many times during the last 12 months did you need to process a BOR adjustment to bring your TL and BOR in alignment?	$
9. Calculate excess difference: BOR (column 23) / BOR (column 22) — If higher than 10%, represents an excess difference.	%

SFOEDL and UOL Processing (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
10. Date last UOL processed: _____	
11. Compute SFOEDL differences from all SFOEDLs recd for the prior FY.	$
12. Record total from column 23 from your most recent BOR for the prior FY.	$
13. Calculate the difference. Difference should be zero.	$
14. Review your last three SFOEDLs processed for the current FY. What percentage of AD CANC difference entries are you experiencing? (Total no. of AD CANC difference entries divided by total no. of entries)_____ %	
15. Record the number and value of carcass differences from SFOEDLs received to date for the prior FY.	

Background: These questions establish whether the SFOEDLs are reported accurately.   AD CANCs normally result from submission of an AD CANC document after DAO has matched the unfilled order to the corresponding billing document. If you are three months or less into the current FY, answer questions 15 and 16 using prior FY data.

16. Using the most recent BOR - column 23 - for the prior FY calculate the percentage that each of the following Material Types contributes to the total adjustment value: Repair (_R), DLR (_B and _3), and Other (all else).	REP:_____ DLR:_____ OTH:_____ Tot: 100%

Background: In an ideal world, SFOEDL adjustments would reflect only recent price changes. Other adjustments normally result from poor tech edit, the use of dated reference material, or improper UOL/SFOEDL processing.

Expenditure Management - Survey/MLSR/ROD/SDR/QDR (Supply Officer's Evaluation) Run Report 164, Pending Material Survey Listing. (Survey worthy losses by inventory)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
17. How many records on the report?	
18. Of these, how many are DLR material?[7]	
19. What is the oldest Julian date listed for a DLR record?	
20. How many DLR requisitions are in the MOF with advice code 5A, for which you do not have a survey document/MLSR?	
21. Are Survey documents/MLSRs filed to document material losses?	Yes or No

Effectiveness & RPT 074 Analysis (Supply Officer's Evaluation) Run a Report 074 for this section of the self-assessment.	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
22. Total line items on the report?	
23. Total NC line items on the report?	
24. Total NIS line items on the report?	
25. Total NIS or NC APPROVED line items over 2 days old?	
26. Total ONBD or PART line items on report?	
27. Total ONBD or PART APPROVED line items over 2 days old but not issued?	
28. Total UNAPPROVED line items on report?	
29. What is average response time for an approved requirement?	
30. Ship's policy on unapproved requirements is to delete after how many days?	

Background: Report 074 lists all approved and unapproved requirements and their current status. This report indicates the date submitted and the date of approval, providing an indication of time spent in the Department Head approval queues. It also shows how quickly the SKs act on approved requirements. Report 074 should be run and worked at least weekly, but it is highly recommended that the Supply Officer review this report daily. DLR-related questions are included in the adjacent sections because they are applicable to the Report 074.

Supply Effectiveness (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
31. Average Gross Effectiveness for last 12 months? (Goal $\geq$ 65%)	
32. Average Not Carried Rate for last 12 months? (Goal $\leq$ 30%)	
33. Average Net SIM Effectiveness for last 12 months? (Goal $\geq$ 90%)	
34. Average Net Non-SIM Effectiveness for last 12 months? (Goal $\geq$ 85%)	

Note: Upon commencement of an overhaul or availability ensure ship status is changed to "in ILO = Y" in constants file (SNAP II screen SFM329) and enter dates to exclude while in availability (SNAP II screen SFM062).

Status Processing (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
35. After processing requisition status updates, what is done with Report 076 (Requisition Status Exception Listing) onboard your ship?	

Internal DTO MOV (Supply Officer's Evaluation) (For this section you will need to run a RPT 073 (Outstanding Requisition File in JCN sequence).	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
36. At what frequency is an internal DTO MOV conducted?	
37. Record the total number of outstanding DTO (repair) requisitions.	
38. Record the total number of requisitions for jobs indicating CLOSED/JCN NOT ON CSMP that do not have 1) AS1 or AB1 shipping status, 2) BA status, or 3) a cancellation request pending.	
39. Of the number recorded in the previous query, how many are legitimate paybacks to a SIMA or another ship?	

For this section you will need to produce a Report 165 for the Department ID used to designate stock requisitions, and RPT 073 for outstanding requisition in JCN sequence. For the last three questions in the Stock MOV section, select the first two pages of your outstanding stock requisitions and determine the number of invalid requisitions.)

Stock MOV (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
40. Line item count for O/S stock requisitions (including NAVSEA OPN OUTFITTING).	
41. What % of the total MOF does this represent? (including NAVSEA OPN OUTFITTING)	
42. Number of IPG II or III requisitions with BA or AS1 shipping status greater than 60 days old and no action taken.	
43. Number of requisitions with AC1 pending without confirmation or AK1 follow-up.	
44. Number of requisitions with BB status and an ESD greater than 15 days old and no follow-up.	
45. Run RPT 100 (STK record/STK due reconciliation RPT) prior to processing STK reorders to ensure only valid requirements exit. Review high dollar value items with "GDAPL" for allowance.	

ASI Tape/RAD Download Processing (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
46. What is the number of the last sequenced ASI tape/RAD download received?	
47. What is the number of the last sequenced ASI tape/RAD download processed?	
48. Do you have any unprocessed unsequenced ASI tapes/RAD downloads?	Yes or No

Stock Reorder Procedures (Supply Officer's Evaluation) RPT 029 Trial Reorder Review Listing required for this section	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
49. Inspect your latest Reorder Review Listing. Is it evident by inspection of the annotations made on the report by your Storekeepers that research has been conducted to determine the reason an item appears in the Reorder Review Listing (LBI without reorder, cancellation of MILSTRIP requisition, new allowance, SIM HI limit adj., etc.)?	Yes or No
50. Are AT code 4 repair parts listed on the Reorder Review Listing reviewed for configuration applicability and proper COSAL support before ordering?	

DLR Management (Supply Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi Amount/Rating
51. Count and record the number of skeleton turn in documents held in the DLR suspense file (prior and current FY).	
52. Count and record the number of Advice Code 5S DLRs with no shipping date posted, on RPT 57 (prior and current FY).	
53. Are Eight O'clock Reports used to track delinquent DLR carcasses?	Yes or No
54. Are BK1, BKR & BK3s responded to within the required time frames?	
55. Review DLR turn-in data posting procedures for accuracy.	

Background: Skeleton 1348-1As versus the number of 5S requisitions awaiting shipment will not always be a perfect match. They should be relatively close with differences attributable to only shipments not yet posted or cancellation of a requisition.

Inventory Accuracy (Supply Officer's Evaluation)				Lo 1 2 3 4 5 6 7 Hi
56. Do you have a physical inventory schedule written according to NAVSUP P-485 paragraphs 6062.2 through 6062.6?				Yes or No
57. Are you meeting your physical inventory schedule?				Yes or No
58. **Inventory sample:**	Sample Size	Goal	Result	
Inventory Accuracy				
Quantity Audit	150 items	96%		
Location Audit	150 items	97%		
DLR/DLR Audit	50 items	100%		
Boat Haven/"Q" COSAL Audit	50 items	100%		
POS DBI	125 items	95%		
DLR	100 items	100%		
MAMs	100 items	100%		
AV-DLR (if applicable)	100 items	100%		
PUK (AV consumables)	10%	95%		

Note: Inventory periodicity is listed in NAVSUP P-485, Vol I and COMNAVSURFLANT/ COMNAVSURFPACINST 4400.1J (SURFSUP).

59. **DESCRIPTION OF WORK.** Attach pertinent sections of the divisional CSMP. Annotate approved 2K's for next maintenance period and those items which are scheduled for ship's force accomplishment. Will any of these projects interfere with normal operations either from a space or personnel perspective?

General Stores (SNAP II) Personnel Qualifications

60.   Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and personnel experience aboard your command.   Copy and attach addendum pages as necessary.

Name and Rate	PRD	NEC	STRM SK		TECH EDIT SK		REQN SK		RECEIVING SK		FINANCIAL (OPTAR) SK		DLR SK		HAZMAT COORD		STRM SUPVR		LEADING SK		Training PO	
Not used			C^6	Q^7	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[6] Use a check mark to signal this as the Storekeeper's **current** assignment. (C = current)

[7] Use a check mark to signal the Storekeeper is **qualified** in this PQS element. (Q = qualified)

General Stores (SNAP I SAC 207) - USID "C"
Training Requirements

USS _____

Self Assessment performed: _____ (date)
Last SMI: _____ (date)
Next Deployment: _____ (date)
Reviewed by: _____ (name)

Required Training	Length	Graduate(s)	PRD/NEC
Pre-Deployment Hardware Groom (FTSCLANT)	1-5 days		N/A
Pre-Deployment Software Groom (SPAWARSYSCEN)			N/A
CNSL SUADPS-RT Functional Area Supervisor Seminar	5 days		
CNSL SUADPS-RT DLR Managers Seminar	5 days		
CNSL SUADPS-RT Financial Storekeepers Seminar	5 days		
CNSL Supply Managers Seminar	5 days		
CNSL ADP (Basic) Seminar	4 days		
SUADPS-RT NEC 2825 (SCOS)	10 days		
SUADPS-RT Advanced NEC 2824 (FTC)	40 days		
Afloat Small Purchase (NRCC)	5 days		
HAZMAT Info Systems (EPMU)	½ day		
HAZMAT Awareness and Control (EPMU)	½ day		
Ship's Configuration Maintenance Course (FLTILO)	3 days		
Ship's Configuration Maintenance Course Instructor (FLTILO)			
Financial Technical Assist (DAO)			N/A
CNSL/ATG Onboard Assist Visit	1-5 days		N/A

SK Manning and Support							
1. In the space below indicate the number authorized and number assigned for the following SK rates.							
SKCM	SKCS	SKC	SK1	SK2	SK3	SKSN/SA	Other
Authorized:	Authorized	Authorized	Authorized:	Authorized:	Authorized:	Authorized	Authorized
Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:

	Yes or No
2. How many prospective gains in the next 6 months?	
3. How many prospective losses in the next 24 months?	
4. Do any of the prospective losses have SUADPS-RT NECs (2825/2824) which must be replaced?	
Financial Management	Yes or No
5. Are management information procedures in effect to keep the Commanding Officer, Supply Officer, and AIMD Officer informed of the status funds?	
6. Does the obligation rate at the end of each quarter for each FY meet AIR TYCOM requirements?	

7. Does the grant reported for IMRL funds agree with the grant received and a complete file of message grants on file for each FY?	
8. Does the IMRL material ordered match the material authorized?	
9. Are obligations placed within the time frames specified in the grant message?	
10. Are SFOEDL entries for IMRL (8X Fund Code) properly processed and posted? (NAVSO P-3013-2/4108.6)	
11. Do JP-5 stock fund records balance with the inventory reports prepared by the Fuel Officer (V-4 Division)?	
12. Are Navy Standard Serial Numbers used for all bulk petroleum procurement and offloads?	
13. Does the Supply Department use and retain the monthly JP-5 SUADPS-RT/V-4 audit sheets?	
14. Does unresolved bill-back (Class 290) transactions appear on the C, H & J for stock fund fuel?	
15. Are DD 1149s properly prepared when fuel is required for procurement from supply centers ashore?	
16. Are inventory adjustments due to Replenishment at Sea (RAS) processed at least monthly?	
17. Are inventory adjustments for tank stripping erroneously combined with surveys caused by RAS?	
18. Are DD Form 200s for all fuel surveys properly prepared and retained?	
19. Are fuels issued to embarked squadrons processed on a "net billing" basis at least every 15 days?	
20. Is the Air Combat Element (ACE) given the opportunity to adjust the Fuels Division billing records to account for mid-air refueling (buddy stores) and dumping?	
21. Are cash sales of fuel to other DOD or foreign entities properly documented and processed as a DI X35? (NAVSUP P-485, Vol I/5300)	
22. Is the annual price change for fuel processed in SUADPS-RT prior to year-end reconciliation of bulk fuel records?	
23. Are squadrons charged the correct fuel price?	
24. Are fuel files audited monthly or upon receipt of the SFOEDL?	
25. Are SFOEDLs for fuel properly processed and posted? (CNALINST 7310.1U)	
26. Compute SFOEDL differences from all SFOEDLs received for prior FY.	$
27. Record the total from column 23 from your most recent BOR for prior FY.	$
28. Calculate the difference. This should be zero.	$
29. Review your last three SFOEDLs processed for the current FY. What percentage of AD CANC difference entries are you experiencing? (Number of AD CANC difference entries divided by total number of entries.)	_____%
30. Are all obligation differences on Report 22 for material recorded before appearance on the SFOEDL? If no record: # _____ $ _____	
31. Is the SFOEDL properly researched, posted to the OPTAR, and annotated with challenge codes or research results? (NAVSO P-3013-2/4108.6)	
32. Are duplicate SFOEDL charges incurred due to material requisitions passed off station with end-use codes?	
33. Is the UOL properly processed? (NAVSO P-3013-2/4108-3)	

34. Date last UOL processed: _____	

35. Using the most recent BOR - column 23 (difference) - for the prior FY calculate the percentage that each of the following funds contributes to the total adjustment value: Repair (_R), DLR (_B and _3), and Other (all else)	REP:____% DLR:____% OTH:____%

COSAL Maintenance	Yes or No
36. Does a review of the ship's COSAL maintenance files indicate that there was an active COSAL maintenance and configuration control program? (SPCCINST 4441.170A) (SURFSUP)	
37. Is a COSAL maintenance check-off list for every COSAL change action and a COSAL maintenance record log maintained? (SURFSUP)	
38. What was the last ASI tape processed? When was it processed?	
39. Which ASI tape(s) have been received, but not processed?	
40. Is an Automatic Reorder (DI 081) for allowance list increases for each COSAL type (HME/Q) run following each MCMAR/ASI tape? (SURFSUP and NAVSUP P-485 Vol I/3800)	
41. Is processing of the monthly COSAL maintenance actions (pen & ink changes) ASI tapes/MCMAR tapes correct in that: (SURFSUP, SPCCINST 4441.170A, and NAVSUP P-485 Vol I/2300) A. Pen and ink changes/MCMAR tapes/ASI tapes were processed in a timely manner. B. Changes were annotated as required on all applicable records/indices of the COSAL. C. Required files/reports were processed and maintained properly. (SPCCINST 4441.170A) D. BMF records were properly established/updated.	
42. Has action been taken to obtain repair parts for newly installed equipment/increase of allowance items for OSI and MAMs? Note: Repair parts for newly installed equipment/increase of allowance should be obtained using NAVSEA OPN OUTFITTING funds. (SURFSUP and T9066-AA-MAN-010)	
43. Are Fleet COSAL Feedback Reports (FCFBRs) submitted to effect corrective action on the ship's COSAL? (SPCCINST 4441.170A and SURFSUP)	
44. Are Configuration Change Reports (OPNAV Form 4790/CK)/Allowance Change Requests (NAVSUP 1220-2) submitted/processed properly? (SURFSUP)	
45. Are Allowance Parts Lists (APLs), Allowance Equipage Lists (AELs), listed on the Summary of Effective Allowance Parts/Equipage Lists (SOEAPL) for installed equipment reflected in Part I, Section A and B and Part II of the COSAL? (NAVSUP P-485 Vol I/2300)	
46. Are pen and ink load list changes from NAVICP-M/NAVICP-P (TARSLL/USID T, FILL/USID A, AVCAL/USID C) properly processed in SUADPS-RT and filed? (SUADPS-RT Support Procedures, Vol I)	
47. Are periodic load list change tapes (FILL/TARSLL/AVCAL) properly processed? (SUADPS-RT Support Procedures, Vol I)	
DLR Management	
48. Count and record the number of skeleton turn in documents held in the DLR suspense file (prior and current FY).	Current: Prior:
49. Count and record the number of Advice Code 5S DLRs that have no shipping date posted, on RPT 54 (prior and current FY).	Current: Prior:

	Yes or No
50. Are Eight O'clock Reports used to track delinquent DLR carcasses?	Yes or No
51. Are BK1 & BK3s responded to within the required time frames?	

Note: Skeletonized 1348-1As should equal the number of 5S requisitions. Differences may be attributable to shipments not yet posted or cancellation of a requisition.

Material Management	Yes or No
52. Is the physical inventory schedule written in accordance with NAVSUP P-485 paragraphs 6062.2 through 6062.6?	
53. Is the physical inventory schedule being met?	
54. Are inventory results being recorded including (Storeroom name, commodity, date inventoried, number or line items and accuracy percentage)?	

Shelf-life	Yes or No
55. Is a Shelf-life Program established, effective, and include all special shelf-life items? (Aviation/HAZMAT/Q COSAL, etc.) (NAVSUP P-485 Vol I/4664)	
56. Are Type I (non-extendible) shelf-life items properly disposed of upon expiration? (NAVSUP P-485 VOL I/4664)	
Material Held in Custody of Other Departments 57. Does the Supply Officer hold a CO's letter authorizing storage of repair parts in other than Supply Department spaces? (SURFSUP)	
58. Is pre-expended bin (PEB) material properly identified and managed? (OPNAVINST 4790.4C, (NAVSUP P-485 Vol I/6171)) (SURFSUP)	

Controlled Material	Yes or No
59. Is classified material handled and stowed according to the Department of the Navy Security Manual for classified information? (OPNAVINST 5510.1H.)	
60. Are the correct procedures for the receipt, stowage and issue of radioactive material in effect? ((NAVSUP P-485 Vol I/4506))	
61. Are radioactive materials and their stowage locations labeled with the standard radiation symbol and the sign "CAUTION RADIATION AREA"? (NAVSUP P-485 Vol I/8222)	
62. Is conventional propulsion Level 1 material (L1 SMIC) management proper in that: (SPCCINST 4408.9, SPCCINST 4440.413, SPCCINST 4030.10G, SPCCINST 4355.4G, CNSLINST 4406.1G, CNSPINST 4400.7A) A. Material was labeled with correct QA tags? B. L1 material was segregated from other 207 stock; rejected material awaiting return/recertification (QA3) was segregated from RFI (QA2) material within the L1 storeroom? C. Material custodians were trained in CMPO procedures and designated in writing? D. Proper receipt and issue procedures were in effect for L1 material? Proper receipt and issue procedures were in effect for L1 material?	

Hazardous Material	Yes or No

63. Is general hazardous material properly labeled, stowed, and handled with respect to SMCC codes, safety precautions, and published safety procedures?	
64. Are liquid acids stowed properly? (NAVSUP P-485 Vol I/8216,8217)	
65. Is calcium hypochlorite properly handled and stowed? (NAVSUP P-485 Vol I/8219, NAVSEA S9086-WL-STM-005/Chapter-670)	
66. Are flammable material(s) properly stowed? (NAVSUP P-485 Vol I/8216	

Storeroom Material Condition Evaluation	Yes or No
67. Is personal gear stowed in accountable spaces only with the Commanding Officer's approval? (NAVSUP P-485 VOL I/4689)	
68. Are the basic objectives of good storeroom maintenance and stowage scheme achieved in that: (NAVSUP P-485 VOL I/4685-4691) A. Safety is observed. B. Preservation of storerooms is maintained. C. Cleanliness/Good Housekeeping. D. Maximum stowage capacity is used. E. Stores are arranged orderly. F. Accessibility to all items is easy. G. Bulk material is properly secured. H. Small cube items are stowed in drawers instead of bins. I. There is sufficient protection for electronic and other repair parts to prevent damage or loss. J. Installed electrical fixtures are operational and properly maintained.	
69. Is bar stock, sheet metal, angle iron, tubing, pipe and other metals properly stowed? (NAVSUP P-485 Vol I/4660)	

70. **Inventory and Location Audit Processing Sampling**

Inventory Performed:	Quantity to Inventory	Quantity Correct	Accuracy Percentage	TYCOM Goals/Remarks
POS	250			95%
NON-POS	150			95%
Surface DLRs	100			100%
AV-DLRs	100			100%
MAMs	100			100%
Aviation Consumables	100			95%
Location Audit Samples:	Number NSN/ Locations Sampled	Number NSN/ Locations Correct	Accuracy Percentage	TYCOM Goals/Remarks
POS/NON-POS	250			95%
DLR	100			100%
AVDLR	100			100%

	Yes or No
71. Does Gross Inventory Adjustments (GIA) exceed TYCOM standards during the previous 12 months? (CNSLINST 4406.1G)	Yes or No
72. Causative research was properly conducted and documented to resolve inventory adjustments as stated below: A. Classified material and sensitive items regardless of dollar value. B. Any adjustment in excess of $2,500.00. C. All DLRs. D. Pilferable, valuable items easily converted to personal use with EMV greater than $500.00.	
73. Were the appropriate approval signatures obtained for inventory adjustments and surveys, as well as the appropriate SUADPS transactions processed (including reversals)?	

BMF Maintenance	Yes or No
74. Does the BMF contain AT Code 8 with on-hand quantities? (Report 01)	
75. Does the BMF contain AT Codes 6, 7, 8, 9 with Requisition Objective (RO)? (Report 02)	
76. Are all BMF records with Non-standard ARRCs documented in the Stock Control Officer's Turnover Jacket? (Report 03)	
77. Does the BMF contain AT Codes 2, 4, 5, 6, 7, 8, 9 with COSAL allowances? (Report 04)	
78. Does the BMF contain AT Codes 1, 4, 5, 6, 7, 8, 9 with AVCAL/FILL Allowances? (Report 05)	
79. Does the BMF contain AT Codes 1 thru 5 without Requisition Objectives (RO)? (Report 06)	
80. Does the BMF contain AT Codes 1, 2, 3, 4, 5, 8 with deleted/superseded/condemned/ discontinued NSNs? (Report 07)	
81. Does the BMF contain AT Codes 1, 3 without a COSAL allowance? (Report 08)	
82. Does the BMF contain AT Codes 2, 3 without an AVCAL/FILL allowance? (Report 09)	
83. Does the BMF contain AT Codes 5 without a miscellaneous load quantity? (Report 10)	
84. Does the BMF contain AT Codes 9 without a PSIN indicator? (Report 11)	
85. Does the BMF contain AT Codes 1, 2, 3, 4, 5, with zero on-hand / zero stock due? (Report 12)	
86. Does the BMF contain AT Codes 4, 5 with APA/DLR COG? (Report 13)	
87. Does the BMF contain net unit price discrepancies? (Report 14)	
88. Does the BMF contain records with NCB of LF without COG 1I? (Report 15)	
89. Does the BMF contain AT Code 4s without DBI flag set? (Report 16)	
90. Does the BMF contain records starting with COGs 1, 3, 5, 9 with No Drop flag set? (Report 17)	
91. Does the BMF contain AT Code 9s with 7_COG without No Drop flag? (Report 18)	
92. Does the BMF contain records with LMCs not on the SYFVTN? (Report 19)	
93. Does the BMF contain 7_COGS without MCC E, G, H, Q or X? (Report 20)	
94. Does the BMF contain MCCs D, E, G, H, Q, X with COGs other than 0_, 2_, 4_, 6_, 7_, 8_, 1H, 1R, 3H, 5R, 9F? (Report 21)	
95. Does the BMF contain records with on-hand quantity without a location? (Report 22)	
96. Does the BMF contain Q-COSAL records without Q-COSAL allowance? (Report 23)	

97. Does the BMF contain 7 COG allowances not equal to requisitioning objective (RO)?	
98. Does the BMF contain erroneous PICTIC B flags? (ALT011.5 BMFNIS RPT)	
99. Does the BMF contain AT Code 9s with demand?	
100. Does the BMF/MLF contain records with more than 4 locations? (Excluding Shelf-life material).	
101. Is the BMF management data element reconciliation (DI 087) "E38 Recon" accomplished semiannually? (NAVSUP P-485 Vol I/6843) Processed: _____ Processed: _____	
102. Was the Annual Price Change tape properly processed? (NAVSUP P-485 Vol I/6845)	
103. Are Batch Change Notice listings properly reviewed, annotated and proper action taken? Are the reports retained for 3 months? (CNSLINST 4406.1G) A. Storeroom Action Listing Sample Quantity:_____ Number Correct:_____ Accuracy: _____% B. Stock Control Decision Listing. C. Repairable MCC Decision Listing.	
104. Is the stock range on-hand goal of 90% achieved? (CNSLINST 4406.1G)	
105. Is the stock depth on-hand goal of 85% achieved? (CNSLINST 4406.1G)	
106. Are BMF records with Limit Flags identified by LMCs and ARRCs easily identifiable by commodity?	
107. Are AT Code 5 BMF records properly managed in that: (CNSLINST 4406.1G) A. CNSL/CO approval letter is on file? B. APL/AEL is loaded in the SYFAPL file for each BMF record? C. LMCs are properly assigned? D. No DLRs are coded AT 5? E. Supporting documentation on file?	
108. Are listings of active LMCs and ARRCs identifying the purpose of each code maintained and provided to each concerned division?	
109. Is the quarterly Manager Asset Status Report (DI 064) sent to NAVICP-M? (NAVSUP P-485 Vol I/6850)	
110. Is AMAL/ADAL material properly managed as SAC-207 stock in that: (CNSLINST 4406.1G) A. Inventory is maintained at 100% on hand or on order? B. Only authorized material is included? C. Inventory is managed with the proper AT Code? D. Material is segregated from other SAC-207 stock? E. CNSL Approval letter or supporting documentation on file.	
111. Is a Master Stock Status Locator Listing (MSSLL)(DI 080) printed monthly for emergency, manual record keeping? (NAVSUP P-485 Vol I/6822)	

SAMMA/SAL Analysis and Management	Yes or No
112. Did the ship meet TYCOM goal for RAB (<5%) during the previous 12 months?	

113. Did the ship meet TYCOM goal for RAO (<2%) during the previous 12 months?	
114. Has the Excess Stock Due Cancellation (DI 045) action been requested and reviewed monthly, immediately after completion of Demand History Processing (DI 073)? (NAVSUP P-485 Vol I/3839)	
115. Is an active program to off-load excess material using Mechanized Off-load (DI 083) or MRE (DI X37) evident? (NAVSUP P-485 Vol I/5320)	
116. Is end-use material returned to Supply properly managed in that: (SURFSUP) A. Is excess material turned-in as MTIS ("A" condition) for CNSL credit or to DRMO ("F" condition)? B. Is "A" condition material that filled stock requirements is properly stowed and accounted for (DI X32)?	

Demand History Processing	Yes or No
117. Are DI 073 reports reviewed and annotated with the action taken? (NAVSUP P-485 Vol I/6853)and CNSLINST 4406.1G)	
118. Is the DI 073 Report 09 Records Dropped From BMF used to identify NSNs with locations and are spot inventories being performed verifying zero on-hand? (NAVSUP P-485 Vol I/6853)	
119. Is the SAMMA/SAL, DI 008, produced and reviewed before and after each levels set (DI 073) (live or trial) to identify erroneous or illogical BMF conditions? (NAVSUP P-485 Vol I/6857)	
BRF Audit Report Summary	
120. Review BRF Audit Report Summary.	
A. Record total requisitions appearing on the following BRF Audit Reports.	BRF Audit Reports DTD:_____
B. BRF Audit Report 04 - Outstanding requisitions >30 days old without incoming status.	R/C: _____
C. BRF Audit Report 05 - Outstanding requisitions with AE1/BF as the latest status.	R/C: _____
D. BRF Audit Report 07 - Outstanding requisitions with current status of AE1 BB, BM or BD and the ESD/EDD is >30 days old without a follow-up.	R/C: _____
E. BRF Audit Report 08 - Outstanding requisitions with an AC1 or AK1 >30 days old without a follow-up.	R/C: _____
F. BRF Audit Report 09 - Outstanding requisitions with AS1 or AE1/BA status >60 days old.	R/C: _____
G. BRF Audit Report 10 - Outstanding requisitions with AB1 status and no follow-up >30 days.	R/C: _____

Reorder Review	Yes or No
121. Are automatic stock reorders (DI 081) generated at least once a week? (CNSLINST 4406.1G)	
122. Are reorder review ledgers reviewed and annotated with actions taken? (CNSLINST 4406.1G and NAVSUP P-485 Vol I/3806) Note: The reorder review ledger is reviewed for possible errors, unusually high quantities, etc., by the Stock Control Officer and Stores Officer before submission of requisitions to the supply system.	
123. Are reorders (DI 081) with ARRCs properly processed; material requiring special requisitioning (gas/bottles, AV-DLRs, etc.)? (CNSL 4406.1G)	
124. Are automatic follow-up (DI 072) actions requested at least monthly for outstanding requisitions? (NAVSUP P-485 Vol I/3831)	

125. Is a program to review rejected requisitions (CJ, CG, CK, etc.) for possible COSAL/LOADLIST/AVCAL challenges (stock) or inaccurate requests (DTO) in effect?	
126. Is status received from SALTS and NAVAL MSGs being input into SUADPS? (SUADPS-RT Support Procedures, LOG 2.1.2.3)	
127. Is Requisition History File processing properly ran monthly and at the end of each fiscal year? (NAVSUP P-485 Vol I/3841 and SUADPS-RT Support Procedures Logistics 6.4.1.1)	

Material Obligation Validation (MOV) External & Internal	Yes or No
128. Are external MOV procedures properly followed in that: (NAVSUP P-485 Vol I/3835) A. AP9/APX responses are properly and promptly transmitted? B. AN1 card images are properly processed through batch input for comparison to the BRF? C. Suspended AN1 transactions are properly processed; a post-post A0_ is generated and an appropriate AP1 response generated?	
129. Are internal MOV procedures properly followed in that: (NAVSUP P-485 Vol I/3840) A. DTO MOV listings forwarded to divisions include only outstanding requisitions with valid status? B. MOVs for DTO material are conducted monthly so all divisions are validated once per quarter? C. All aged stock requisitions are validated once per quarter? D. DTO MOV listings are returned and processed by Stock Control within 10 working days? E. A monthly report of MOV results is forwarded to the Commanding Officer for review? F. A list of cancellations submitted as a result of MOV is on file?	
130. Outstanding requisitions Direct Turn Over (DTO) over 45 days old were reviewed for validity based on the following criteria: A. Valid, open JSN (DTO repair parts only.) (Closed JSN and BRF requisitions with an AC1/AK1 or AB1, AS1, AU1 or AE1/BA are valid) or outstanding in Material Control/Production Control (VIDS/MAFS/IMRL) (AV-DTO). B. Department / Work Center still needs item (DTO/AV-DTO non-repair parts). C. Current, active supply status is: 1. No requisitions >30 without incoming status. 2. No requisitions with AC1 or AK1 >30 days without a follow-up. 3. No requisitions AB1, AS1, AU1 or AE1/BA >60 days. 4. No requisitions with AE1/BB, BD or BM >30 days without a follow-up.	

Category	Total number of outstanding requisitions	Number of valid requisitions	Validity %
DTO			
AV-DTO			
Stock			
Total			

Suspense Processing	Yes or No

131. Do you have any X31s or X71s greater than 4 days old?	
132. Do you have a minimum of two personnel trained to process suspense?	
133. Do you have any suspense code 1045 records without a matching BRF requisition?	

Receipt Processing	Yes or No
134. Are there receipts in process older than 4 days without a stow? (NAVSUP P-568)	
135. Does Stock Control validate every receipt against the DI 100 Financial Update Report 4?	
136. Do all receipts contain receipt signature, date and the quantity verified? (NAVSUP P-485)	
137. Does a sample of 100 stock receipts match the X71 transaction on the CTL, including location, quantity, NSN, U/I and U/P.	
138. Are LIS receipts properly processed in SUADPS and documented with an SDR/ROD?	

Aviation Support	Yes or No
139. Conduct an 100-item AVDLR Location audit. Record the accuracy rate. (Goal is 99%)	_____%
140. Have local Aviation Supply Desk Top Procedures (ASDTP) been established and are they used?	
141. Record the number of requisitions maintained in the exchange due file (which would aid in timely turn-in of non-RFI components)?	
142. At what frequency is the induction return due file reconciled with the AIMD?	
143. At what frequency are outstanding NMCS, PMCS, BROAD ARROW, & AWP requisitions screened against stock receipts?	
144. Record the number, over the last 60 days, of Supply Assistance Requests submitted on NMCS, PMCS, BROAD ARROW, & AWP requisitions.	
145. Determine the percentage of LRCA pool items that are not on the shelf, in AIMD, in AWP status, or on order (as a percentage of all LRCA pool items).	
146. Calculate the percentage of AWP components as a percentage of all AIMD inductions. (Goal is < 15%).	
147. Are received parts, stored with components, annotated as "RECEIVED" on the VIDS/MAF?	
148. Record the number of BCM 4 actions processed in the last 90 days.	
149. Record the number of BCM 4s (from above) that were signed by both the AIMD and the Supply Officers.	
150. Record the number of cannibalization actions of AWP components over the last 90 days.	
151. Does the Supply Officer maintain custody cards for all Aviation MAMs and TBIs under subcustody to the AIMD?	
152. When was the last time an inventory was conducted for all Aviation MAMs and TBIs under subcustody to the AIMD?	
153. Are the Required Delivery Dates (RDD) "999", "777", "N01", etc., properly assigned to requisitions requiring special handling? (NAVSUP P-485 Vol I/3049)	

Requisitioning and Issuing	Yes or No
154. Is an adequate system established to control document flow from initial request to issue/receipt? (NAVSUP P-568/5103)	
155. Is the maximum response times for processing shipboard requisitions for material not onboard met? (PRI 01-08: 2 hours, PRI 09-15: 24 hours) (NAVSUP P-485 Vol I/6167)	
156. Are Urgency of Need Designators (UND) and Priority Designators (PD) properly assigned with regard to CASREPs, ship's operational status and material requirements? (NAVSUP P-485 Vol I/3045/3047)	
157. Are the Required Delivery Dates (RDD) "999", "777", "N01", etc., properly assigned to requisitions requiring special handling? (NAVSUP P-485 Vol I/3049	
158. Are media and status codes properly assigned to CASREP requisitions? (SURFSUP APP C)	
159. Are project codes correctly assigned to requisitions? (NAVSUP P-485 Vol I/APP 6)	
160. Are requisitions generated via MRI (NIS/NC) released (ZOC) at least once a day? (NAVSUP P-485 Vol I/6167)	
161. Is the unprocessed picking ticket file (IPF 2) reviewed to ensure no transactions were over 3 days old? (CNSLINST 4406.1G and (NAVSUP P-485 Vol I/6838)	
162. Are off-line requisitions, submitted by message or by mail, processed thru SUADPS-RT? (NAVSUP P-485 Vol I/3812)	
163. Is demand and frequency data (DI X21) recorded for items obtained from SERVMART? (CNSLINST 4406.1G and NAVSUP P-567 Vol I/7018)	
164. Are RAP sites (CRAMSI, SUBRATS, RMMS, etc.) screened for free issue items to fulfill high cost material requirements or requests for NSN material not stocked in normal supply channels? (SURFSUP)	
165. Is NORS/ANORS requisition documentation properly prepared? (NAVSUP P-485 Vol I/3028) Note: NORS/ANORS conditions which do not meet the criteria for "Expeditious Handling" must be designated by entering an "N" to identify a NORS or an "E" to identify an ANORS in cc 62.	
166. Are serial numbers on CASREP requisitions properly assigned? (NAVSUP P-485 Vol I/3028) (SURFSUP) Note: The serial number in the document must be modified to reflect a new NORS/CASREP serial number with a "G" or "W" in cc 40.	
167. Do CASREP requisitions contain a "T" or "J" in cc 54 (distribution code) of the MILSTRIP requisition as required? (NAVSUP P-485,Vol 2, APP 3) (SURFSUP)	
168. Is NAVICP-M included as an INFO Added on CASREP messages? (SURFSUP)	
169. Is the correct accounting data cited on DD Form 1149s and/or DD Form 1155s for fuel and/or utilities? Is lube oil charged to OPTAR instead of the Fleet Commander's open allotment? (SURFSUP) (NAVSO P-3013)	
170. Is non-allowance organizational issue material requisitioned for ship's use? (SURFSUP) Note: The following list, which is not all-inclusive, contains examples of prohibited items: A. NOMEX flight jacket, NSN 8415-01-010-1911 thru 1913. B. Aviator survival knife, NSN 7340-00-098-4327 C. Aviator sunglasses, NSN 8465-00-753-6261 D. Coveralls, flyers, NSN 8415-01-043-8366 E. Kit Bag, flyers NSN 8460-00-606-8366	
171. Are proper procedures for partial issues and customer refusals followed? (CNSLINST 4406.1G)	

172. Is the list of designated personnel from other departments authorized to sign for material received current? (NAVSUP P-485,Vol I/ 1189)	
173. Is the Outstanding DTO with On Hand Quantity Report (DI 071) reviewed weekly for possible issue of high priority (IG I) requisitions? (NAVSUP P-485,Vol I/ 6854)	
174. Are "not carried" repair parts verified to ensure the equipment for which the part was requested is supported by the ship's COSAL? (NAVSUP P-485,Vol I/ 2104)	
Aviation Stores/Supply Support General	Yes or No
175. Do the Supply Support Center/Aviation Stores Officer, LCPO, and Work Center Supervisor have an up-to-date turnover folder and desktop guide? (CNSLINST 4406.1G)	
176. Is the on-the-job training (OJT) for Aviation Support properly documented?	
177. Are effective efforts being made to obtain material for outstanding DTO requisitions (re-screens, follow-ups, supply assists, CRAMSI, etc.)? (NAVSUP P-485, Vol I, Par. 3531-3536)	
178. Are meetings held at least monthly between Supply, Organizational (SQDN) and Intermediate Maintenance (AIMD) personnel to resolve problems, establish local procedures, and promote material support effectiveness? (OPNAVINST 4790.2E, Vol III/13.2.4)	
179. Are ship to ship transfers and receipts of end-use AVDLR material conducted according to CNSL policy? (CNSL msg 181917Z Apr 93)	
180. Are there any AT Code 2 or 3 6R COG records? Should be zero.	
181. Are the following listings reviewed, corrected, and maintained for aviation records by the Aviation Stores/Supply Support Division? Are the listings filed by the SLU after being properly worked, and reviewed by supervisory personnel? A. Suspended Transaction Listing. B. Daily Information/Action Listing. C. Stock Control Decision Listing. D. Stock Basic Requisition File (BRF).	
182. Are receipts for missing, misidentified, or damaged material reported promptly? (NAVSUP P-485, Vol I/4115)	
183. Are the IBS RIP Summary Reports generated and reviewed daily and the IBS RIP Detail Reports generated and reviewed every three days?	
184. Do the Stock Control and Aviation Stores Officers jointly review SAMMA/SAL management on repairables? (CNSLINST 4406.1G)	
Supply Response Section (SRS)	Yes or No
185. Is the Supply Response Section divided into subsections as directed in OPNAVINST 4790.2E, Chap. 14? A. Requisition Control Unit (RCU). B. Technical Research Unit (TRU). C. Stock Locator Unit (SLU). D. Material Delivery Unit (MDU). E. Pre-Expended Bin (PEB) Unit. F. Program Management Unit (PMU).	

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Requisition Control Unit (RCU)	Yes or No
186. Are Material Control Registers properly prepared and maintained? (OPNAVINST 4790.2E, Vol III/8.4.2.1)	
187. Do aviation requisitions contain all the mandatory entries? (OPNAVINST 4790.2E, Vol III/8.4.2.1)	
188. Is document flow in accordance with OPNAVINST 4790.2E, Chap. 14?	

Technical Research Unit (TRU)	Yes or No
189. Are the following publications, manuals, and directives on hand and current? A. C0001, List of Aviation Publications issued by ASO B. C0030, Packaging Data for ASO and NAVAIR Repairable Assemblies C. CRIPL, Consolidated Remain-in-Place List D. FASOINST 4235.15L, Submission of Requisition and follow-ups to ASO E. FASOINST 4235.36, Part Number Requisition and follow-up to ASO F. FASOINST 5215.1Q, Classification, Distribution, and Indexing of ASO Field Directives G. NAVAIR Technical Manuals for each aircraft type supported H. NAVSUP P-437, Operating Procedures Manual for MILSTRIP/MILSTRAP I. NAVSUP P-484, Supply Afloat Packaging Procedures J. NAVSUP P-485, Afloat Supply Procedures K. NAVSUP P-504, Preparation of Freight for Air Shipment L. NAVSUP P-505, Preparing Hazardous Material for Military Air Shipment M. NAVSUP P-568, Automated SNAP I Management Procedures N. NAVSUPINST 4440.160, Fixed Allowances for DLRs O. NAVSUPINST 4440.179A, Report of Discrepancy (ROD) Manual P. ICRL, Individual Component Repair List Q. P-2300, List of Aviation Repairables R. P-2330, List of Support Repair Parts S. P-2310, Source, Maintenance, and Recoverability and Code Changes; FEDLOG/PM/ or Haystack w/N.L.L. and ASO P2300/2310/2330/CD-ROM T. TYCOM Directives Applicable to: Issue, custody and return of flight clothing and flight operational equipment.	
190. Are fund codes properly assigned to "I" and "O" Level Requisitions? (Ships without NALCOMIS) (NAVSO P-3013-2)	
191. Are off-line aviation stock and DTO requisitions properly prepared? (NAVSUP P-485, Vol I/3024-3080)	

Stock Locator Unit (SLU)	Yes or No

192. Is the DTO re-screen program properly executed in that:

O-23

A. The Outstanding DTO with On-Hand Quantity Report (DI 071) was processed at least weekly for high priority requirements (AK0, AK7, ZA9, ZC8)? B. The DI 071 was processed monthly for other aviation DTO requirements?	
193. Is flight clothing and special clothing stowed in secure dedicated storerooms? (SURFSUP)	

Component Control Section (CCS)	Yes or No
194. Is the CCS divided into subsections in accordance with OPNAVINST 4790.2E, Chap 14, Component Control Section (CCS) A. Document Control Unit (DCU). B. LRCA Storage Unit (LSU). C. Supply Screening Unit (SSU). D. Awaiting Parts (AWP) Unit.	
195. Is the AVDLR Fixed Allowance Program properly maintained? Are there no increases or decreases of allowance without CNSL approval?	
196. Is the Fixed Allowance Management Review (FAMR) Report, DI 101, reviewed/processed on a quarterly basis during six-month deployments?	
197. Are AVDLRs properly stowed in centralized storerooms segregated from regular stock material? (CNSLINST 4406.1G)	
198. Is a Repairables Manager assigned to manage all aspects of AVDLRs? Is he/she the primary custodian of AVDLR storerooms? (CNSLINST 4406.1G)	
199. Are surveys prepared for missing or damaged AVDLRs and approved by the CO or designated representative? Is a Missing Lost Stolen Report (MLSR) prepared when appropriate? (NAVSUP P-485,Vol I/5134)	

Document Control Unit (DCU)	Yes or No
200. Does the on hand balance recorded on Stock Status Cards for AV-DLRs agree with the on hand balance listed on the Basic Material File (BMF)?	
201. Are AV-DLRs due in from AIMD reviewed and annotated on the Issue Pending File (IPF3) with the corrective action taken including the name of the individual completing the action?	
202. Does the outstanding VIDS/MAFS in the RFI Due File agree that the number of VIDS/MAFS outstanding in PCU is the same as the number outstanding in DCU?	
203. Are Allowance Change Requests (ACRs) properly submitted? (OPNAVINST 4790.2E, Vol III/14.10.2.4)	
204. Is the Turn Around Time (TAT) properly posted to each demand? (Non-NALCOMIS ships only) (OPNAVINST 4790.2E, Vol III/14.10.2.3)	
205. Is TAT reviewed on a monthly basis and posted to stock status cards? (Ships without NALCOMIS) (OPNAVINST 4790.2E, Vol III/14.10.2.3)	
206. Are pack-up/sub-custody materials properly annotated on custody cards or entered in NALCOMIS?	
207. Are corresponding signed pack-ups listed and/or sub-custody cards on file?	
208. Is a one-for-one exchange program in effect for aviation and surface repairables? (NAVSUP P-485,Vol I/8302)	

209. Is remain-in-place (RIP) material properly controlled? (OPNAVINST 4790.2E, Vol III, Chap 13)	
210. Is the Unserviceable Due File properly maintained? (Ships without NALCOMIS)	
211. Is the RFI Due File reconciled with the Productions Control Unit (PCU) at least weekly?	
212. Is a pending SUADPS-RT Posting File established and maintained to make sure all A0_, X31, X71, X92, and other supply transactions are posted to SUADPS-RT? (Ships without NALCOMIS)	
213. Is the yellow copy of DD-1348-6 PT posted to the unserviceable Due File when an item is not ready for turn-in (i.e., squadron deployed, RIP, etc.)? (Ships without NALCOMIS)	
214. Does the S-6 Division Officer maintain custody cards and conduct the required inventories for all MAMs/TBIs sub-custody to the AIMD? (NAVSUP P-485,Vol I/1161,6062)	
215. Does the DCU properly maintain a listing of components requiring SRC cards? ("dash" 6 or equivalent)	
216. Are components verified to make sure SRC cards are attached to the component in a protective MAF bag?	

Supply Screening Unit (SSU)	Yes or No
217. Does the CCS/SSU ensure that copies of DD 1348-1A transfer documents are kept on file for shipped aviation and surface material? (NAVSUP P-485/4145-4149)	
218. Does the CCS/SSU ensure components awaiting disposition instructions for an Engineering Investigation (EI) are properly processed, shipping containers are marked, and a copy of the original EI request is included with all shipping documents? (OPNAVINST 4790.2E)	
219. Does the CCS/SSU maintain a file copy of all EI documents?	
220. Does the CCS/SSU maintain a suspense file for all EI material awaiting disposition instructions?	
221. Does the CCS/SSU make sure RFI Repairables are properly packaged before stowing? (OPNAVINST 4790.2E, Vol III/8.4.4.2.1)	
222. Are Quality Deficiency Reports (QDR) (NAVSUP Report 4440.80.1) properly submitted? (NAVSUP P-485,Vol I/ 4274)	
223. Are shipping or packing discrepancies attributable to the shipper (including contractors, manufacturers, and vendors) reported on Supply Discrepancy Report (SDR) (formerly ROD) (SF 364)? (NAVSUP P-485,Vol I/ 4270)	
224. Are Defective Material Summaries (DMS) properly screened and processed? Are DMSs retained on file for at least 12 months? (SURFSUP)	

Local Repair Cycle Asset Storage Unit (LSU)	Yes or No
225. Does the LSU makes sure repairable stock is stowed on padded shelf units or is packaged in reusable containers and properly stowed for heavy weather?	
226. Does the LSU makes sure VIDS/MAFS are verified before acceptance of Non-RFI material turned in by the supported unit?	
227. Does the LSU makes sure RFI/NRFI repairable material is properly packaged before off-load or transfer?	
228. Does the LSU makes sure that all tires and wheels are properly assembled and sorted? (NAVAIR TM)	
229. Does the LSU makes sure that all components comprised of matched sets are issued as a unit?	

230. Has the LSU/DCU properly conducted a bulkhead to bulkhead inventory for all DLR/AV-DLR/FLRs within the last year and made appropriate entries to the stock status cards/SUADPS-RT? (NAVSUP P-485, Vol I/6062)	
Awaiting Parts Unit (AWPU)	Yes or No
231. Does the AWPU makes sure all mandatory entries on the VIDS/MAF are annotated, including the dates on and off AWP?	
232. Are AWP components and corresponding documents reconciled at least weekly (VIDS/MAF to BRF)?	
233. Does the number of AWP components exceed 15 percent of the average monthly AIMD inductions? Does the number of aged AWP components exceed 5 percent of total AWP assets? (OPNAVINST 4790.2E, Vol III/14.10.3.h)	
234. Does weekly validation of AWP requisitions result in 98 percent accuracy? (OPNAVINST 4790.2E, Vol III/14.10.3.h)	
235. Do AWP induction's exceeded the OPNAV goal of 15 percent? (OPNAVINST 4790.2E, Vol III/14.10.3.h)	
236. Are AWP shelf units/bins properly padded to protect repair parts?	
237. Are EXREP BCM procedures adequate (i.e., proper document number assigned, alternatives considered, and the BCM is approved jointly by the S6 Division Officer and Production Control Officer (PCO), etc.)?	
238. Are AWP Supply Assist Messages sent to the last known holders and CNSL for all material in AWP status 30 days or older?	
239. Do the S6 Division Officer and the PCO in the prescribed time frame jointly approve all stock BCM-4 requests?	
240. Are advice codes for AVDLR transactions properly assigned with respect to NRFI availability?	
241. Are AVDLR requisitions accompanied by a NRFI turn-in, except for authorized CRIPL items (5S Advice Code)?	
242. Are accurate records maintained on all NRFI turn-in shipments including certified mail receipts, DD 1348-1A, DD 1149, or TCMD documents?	
243. Are carcass tracking records recorded in the Aviation Inventory Management System (AIMS) Transaction Ledger?	
244. Is a survey document on file for material ordered with 5A Advice Codes?	
245. Are AVDLRs issued or requisitioned in quantities of one each (one-for-one exchange basis)?	
246. Is NRFI turn-in material turned into supply before issue or within 24 hours after RFI material (5S Advice Code) is received?	
247. Are personnel handling unserviceable AVDLRs familiar with proper packaging procedures and reusable container policy?	
248. Are NRFI turn-ins turned into the Point of Entry (POE) from which ordered?	
249. Is documentation for NRFI AVDLRs properly prepared (BCD: DD 1348-1A)?	
250. Do high limits recorded on AIMS match allowances provided by the outfitting site?	
251. Is a responsible storekeeper assigned as the PUK Manager in writing?	
252. Are the following files established and properly maintained?	
A. OUTSTANDING FILE - All outstanding DTO documents in document number sequence.	
B. COMPLETED FILE - All documents issued and received by the AIRDET showing signature,	

date and time of receipt. Receipts will be attached to the issue document. C. PUK DEFICIENCY REPORTS - All PUK Deficiency Reports sent from the ship in DTG sequence. D. PUK DEFICIENCY RESPONSE FROM OUTFITTING SITE - All PUK Deficiency responses form outfitting site in DTG sequence. E. INVENTORY FILE - Copies of all quarterly and sample inventories in date sequence. F. SURVEY FILE - Copies of all surveys in document number sequence. G. ROD FILE - All RODs submitted and responses in stock number sequence. H. EXCHANGE DUE FILE - Yellow copy of the DD 1348 6pt for all NRFIs due from the AIRDET in document number sequence. I. SHIPPING FILE - All shipping documents and shipping messages in document number sequence.	
253. Is a survey prepared for missing or damaged AVDLRs and approved by the Commanding Officer?	
254. Is a MLSR prepared when appropriate? (NAVSUP P-485, Vol I/5134)	
255. Are the following instructions for the proper support of aircraft on hand and kept current? A. CNAL/CNSLINST 4420.3A. B. CNSL AVIATION PACK-UP KIT (PUK) DESK TOP PROCEDURES. C. CNSL SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK. D. CNALINST 4295.1H, SUPPLY MESSAGE TRAFFIC AND REQUESTS SUPPLY ASSISTANCE; POLICY REGARDING. E. CNALINST 4400.21C, RECEIPT, STORAGE AND SHIPMENT OF REPAIRABLES IN REUSABLE CONTAINERS. F. NAVAIRINST 13700.15A, AIRCRAFT ENGINE MANAGEMENT SYSTEM. G. CNSLINST 13650.1D, MANAGEMENT AND CONTROL INDIVIDUAL MATERIAL READINESS LIST (IMRL) FOR SHIPS SUPPORTING AIRCRAFT (LESS LPH/LHA/LHD, LAMPS AND VERTREP). H. CNALINST 5442.5D, AIRCRAFT MATERIAL READINESS REPORT (AMRR). I. CNALINST 8010.12, SONOBUOY MANAGEMENT, REQUISITION AND REPORTING PROCEDURES. J. CINCLANTFLTINST 8010.12A, SONOBUOY MANAGEMENT, REQUISITIONS AND REPORTING. K. CNALINST 7310.1V, FINANCIAL REGULATIONS CONCERNING FLIGHT OPERATIONS FUNDS. L. CNALINST 7310.5M, AOM FUNDING.	
256. Is the Aviation Inventory Management System (AIMS) being used for management of the PUK?	

257. Do the AIMS reports reflect the following CNSL pulse points?

 A. The Depth and Range Report matches the most current transmitted message report excluding transactions since the date of the report.

 B. The DEF to RO report is negative.

 C. The Excess Report is negative or all items listed are ATC 6.

 D. The Stock Due Report matches the last transmitted PUK Deficiency Report excluding transactions

since the date of the report.

E. The DTO report is negative unless the AIRDET is onboard. If the AIRDET is onboard, the DTO Due Report reflects all outstanding DTO requirements held by the AIRDET.	
258. Does the review of the Stock Due Report display the issue within 24 hours after RFI material (5S advice code) is received? (CNAL/CNSL 4420.3 series)	
259. Has the Supply Officer established a valid shelf-life program in accordance with PUK Desk Top procedures? (CNAL/CNSLINST 4420.3A)	

General Stores (SNAP I - SAC 207) USID "C" Personnel Qualifications

Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and personnel utilization aboard your command.   Copy and attach addendum pages as necessary.

Name and Rate	P R D	N E C	FAS		FINANCIAL SK		DLR SK		BMF/BRF SK		IBS COORD SK		Training PO					
Not used			C [8]	Q [9]	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[8] Use a check mark to signal this as the Storekeeper's **current** assignment. (C = current)

[9] Use a check mark to signal the Storekeeper is **qualified** in this PQS element. (Q = qualified

General Stores (SNAP I SAC 207) USID "A"
Training Requirements

USS/USNS _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training	Length	Graduate(s)	PRD/NEC
Pre-Deployment Hardware Groom (FTSCLANT)	1-5 days		N/A
Pre-Deployment Software Groom (SPAWARSYSCEN)			N/A
CNSL SUADPS-RT Functional Area Supervisors Seminar	5 days		
CNSL SUADPS-RT DLR Managers Seminar	5 days		
CNSL SUADPS-RT Financial Storekeepers Seminar	5 days		
CNSL Supply Managers Seminar	5 days		
CNSL ADP (Basic) Seminar	4 days		
SUADPS-RT NEC 2825 (SCOS)	10 days		
SUADPS-RT Advanced NEC 2824 (FTC)	40 days		
Afloat Small Purchase (NRCC)	5 days		
HAZMAT Info Systems (EPMU)	½ day		
HAZMAT Awareness and Control (EPMU)	½ day		
Ship's Configuration Maintenance Course (FLTILO)	3 days		
Ship's Configuration Maintenance Course Instructor (FLTILO)			
Financial Technical Assist (DAO)			N/A
CNSL/ATG On-board Assist Visit	1-5 days		N/A

SK Manning and Support							
1. In the space below indicate the number authorized and number assigned for the following SK rates.							
SKCM Authorized: Assigned:	SKCS Authorized: Assigned:	SKC Authorized: Assigned:	SK1 Authorized: Assigned:	SK2 Authorized: Assigned:	SK3 Authorized: Assigned:	SKSN/SA Authorized: Assigned:	Other Authorized: Assigned:
2. How many prospective gains in the next 6 months?							
3. How many prospective losses in the next 24 months?							
4. Do any of the prospective losses have SUADPS-RT NECs (2825/2824) which must be replaced?							

Financial Management	Yes or No
5. Do unresolved bill-back (Class 290) transactions appear on the C, H & J for stock fund fuel?	

COSAL Maintenance	Yes or No
6. Are Pen and Ink Load List changes from NAVICP (TARSLL/USID T, FILL/USID A, AVCAL/USID C) properly processed in SUADPS-RT and filed? (SUADPS-RT Support Procedures, Vol I)	
7. Are periodic Load List Change Tapes (FILL/TARSLL/AVCAL) properly processed? (SUADPS-RT Support Procedures, Vol I)	

Material Management	Yes or No
8. Is the physical inventory schedule written in accordance with NAVSUP P-485, Vol I/ 6062.2 - 6062.6?	
9. Is the physical inventory schedule being met?	
10. Are inventory results being recorded including: storeroom name, commodity, date inventoried, number or line items and accuracy percentage?	
11. Is a Shelf-life Program established, effective, and include all special shelf-life items? (Aviation/HAZMAT/Q-COSAL, etc.) (NAVSUP P-485,Vol I/ 4664)	
12. Are Type I (non-extendible) shelf-life items properly disposed of upon expiration? (NAVSUP P-485,Vol I/ 4664)	
13. Is classified material handled and stowed in accordance with Department of the Navy Security Manual for classified information? (OPNAVINST 5510.1H)	
14. Are the correct procedures for the receipt, stowage and issue of radioactive material in effect? ((NAVSUP P-485,Vol I/ 4506)	
15. Are radioactive materials and their stowage locations marked or labeled with the standard radiation symbol and the sign "CAUTION RADIATION AREA?" (NAVSUP P-485,Vol I/ 8222)	
16. Is general hazardous material properly labeled, stowed, and handled with respect to SSMC codes, safety precautions, and published safety procedures? GS062. Is general hazardous material properly labeled, stowed, and handled with respect to SSMC codes, safety precautions, and published safety procedures? (NAVSUP P-485, Vol. I/8216/8217)	
17. Are liquid acids stowed properly? (NAVSUP P-485,Vol I/ 8216/8217)	
18. Is calcium hypochlorite properly handled and stowed? (NAVSUP P-485,Vol I/ 8219), NAVSEA S9086-WL-STM-005/Chapter 670)	
19. Are flammable material(s) properly stowed? ((NAVSUP P-485,Vol I/ 8216)	

Storeroom Material Condition Evaluation	Yes or No
20. Is personal gear stowed in accountable spaces only with the Commanding Officer's approval? (NAVSUP P-485,Vol I/ 4689)	
21. Are the basic objectives of good storeroom maintenance and stowage scheme achieved in that: (NAVSUP P-485,Vol I/ 4685-4691) A. Safety is observed? B. Preservation of storerooms is maintained? C. Cleanliness/Good Housekeeping?	

D. Maximum stowage capacity is used?	
E. Stores are arranged properly?	
F. Accessibility to all items is easy?	
G. Bulk material is properly secured?	
H. Small cube items are stowed in drawers vice bins?	
I. There is sufficient protection for electronic and other repair parts to prevent damage or loss?	
J. Installed electrical fixtures are operational and properly maintained?	

22. **Inventory and Location Audit Processing Sampling**				
Inventory Performed	Quantity to Inventory	Quantity Correct	Accuracy Percentage	TYCOM Goals/Remarks
POS	250			95%
NON-POS	150			95%
Surface DLRs	100			100%
AV-PUK	100			100%
Aviation Consumables	100			95%
Location Audit Samples	Number NSN/ Locations Sampled	Number NSN/ Locations Correct	Accuracy Percentage	TYCOM Goals/Remarks
POS/NON-POS	250			95%
DLR	100			100%
AV-PUK	100			100%

23. Do Gross Inventory Adjustments (GIA) exceed TYCOM standards during the previous 12 months? (CNSLINST 4406.1G)	Yes or No
24. Causative research was properly conducted and documented to resolve inventory adjustments as stated below: A. Classified material and sensitive items regardless of dollar value. B. Any adjustment in excess of $2,500.00. C. All DLRs. D. Pilferable, valuable items easily converted to personal use with EMV greater than $500.00.	
25. Were the appropriate approval signatures obtained for inventory adjustments and surveys, as well as the appropriate SUADPS transactions processed (including reversals)?	

BMF Maintenance	Yes or No
26. Does the BMF contain AT Code 8 with on-hand quantities? (Report 01)	
27. Does the BMF contain AT Codes 6, 7, 8, 9 with Requisition Objective (RO)? (Report 02)	
28. Are all BMF records with non-standard ARRCs documented in the Stock Control Officer's Turnover Jacket? (Report 03)	
29. Does the BMF contain AT Codes 2, 4, 5, 6, 7, 8, 9 with COSAL allowances? (Report 04)	
30. Does the BMF contain AT Codes 1, 4, 5, 6, 7, 8, 9 with AVCAL/ FILL Allowances? (Report 05)	
31. Does the BMF contain AT Codes 1 thru 5 without Requisition Objectives (RO)? (Report 06)	
32. Does the BMF contain AT Codes 1, 2, 3, 4, 5, 8 with deleted/superseded/condemned/ discontinued NSNs? (Report 07)	
33. Does the BMF contain AT Codes 1, 3 without a COSAL allowance? (Report 08)	
34. Does the BMF contain AT Codes 2, 3 without an AVCAL/FILL allowance? (Report 09)	
35. Does the BMF contain AT Codes 5 without a miscellaneous load quantity? (Report 10)	
36. Does the BMF contain AT Codes 9 without a PSIN indicator? (Report 11)	
37. Does the BMF contain AT Codes 1, 2, 3, 4, 5, with zero on-hand / zero stock due? (Report 12)	
38. Does the BMF contain AT Codes 4, 5 with APA/DLR COG? (Report 13)	
39. Does the BMF contain net unit price discrepancies? (Report 14)	
40. Does the BMF contain records with NCB of LF without COG 1I? (Report 15)	
41. Does the BMF contain AT Code 4 without DBI flag set? (Report 16)	
42. Does the BMF contain records starting with COGs 1, 3, 5, 9 with No Drop flag set? (Report 17)	
43. Does the BMF contain AT Code 9 with 7_COG without No Drop flag? (Report 18)	
44. Does the BMF contain records with LMCs not on the SYFVTN? (Report 19)	
45. Does the BMF contain 7_COGs without MCC E, G, H, Q or X? (Report 20)	
46. Does the BMF contain MCC D, E, G, H, Q, X with COG other than 0_, 2_, 4_, 6_, 7_, 8_, 1H, 1R, 3H, 5R, 9F? (Report 21)	
47. Does the BMF contain records with on-hand quantity without a location? (Report 22)	
48. Does the BMF contain Q-COSAL records without Q-COSAL allowance? (Report 23)	
49. Does the BMF contain 7 COG allowances not equal to requisitioning objective (RO)?	
50. Does the BMF contain erroneous PICTIC B flags? (ALT011.5 BMFNIS RPT)	
51. Does the BMF contain AT Code 9 with demand?	
52. Does the BMF/MLF contain records with more than 4 locations? (Excluding Shelf-life material)	
53. Is the BMF management data element reconciliation (DI 087) "E38 Recon" accomplished Semiannually? (NAVSUP P-485,VOL I/ 6843) Processed: _____ Processed: _____	
54. Was the Annual Price Change tape properly processed? (NAVSUP P-485,VOL I/ 6845)	

55. Are Batch Change Notice listings properly reviewed, annotated and proper action taken? Are the reports kept for 3 months? (CNSLINST 4406.1G) A. Storeroom Action Listing Sample Quantity _____ Number Correct:_____ Accuracy: ____% B. Stock Control Decision Listing C. Repairable MCC Decision Listing	
56. Is the stock range on-hand goal of 90% achieved? (CNSLINST 4406.1G)	
57. Is the stock depth on-hand goal of 85% achieved? (CNSLINST 4406.1G)	
58. Are BMF records with Limit Flags identified by LMCs and ARRCs easily identifiable by commodity?	
59. Are listings of active LMCs and ARRCs identifying the purpose of each code maintained and provided to each concerned division?	
60. Is the quarterly Manager Asset Status Report (DI 064) sent to NAVICP-M (NAVSUP P-485,Vol I/ 6850)(For Non-MFCS ships only)	
61. Are AT Code 5 BMF records properly managed in that: (CNSLINST 4406.1G) A. CNSL/CO approval letter is on file? B. APL/AEL is loaded in the SYFAPL file for each BMF record? C. LMCs are properly assigned? D. No DLRs are coded AT 5? E. CNSL Approval letter or supporting documentation on file.	
62. Is AMAL/ADAL material properly managed as SAC-207 stock in that: (CNSLINST 4406.1G) A. Inventory is maintained at 100% on hand or on order? B. Only authorized material is included? C. Inventory is managed with the proper AT Code? D. Material is segregated from other SAC-207 stock?	
63. Is a Master Stock Status Locator Listing (MSSLL) printed monthly for emergency, manual record keeping? (NAVSUP P-485,Vol I/ 6822)	

SAMMA/SAL Analysis and Management	Yes or No
64. Did the ship meet TYCOM goal for RAB (<5%) during the previous 12 months?	
65. Did the ship meet TYCOM goal for RAO (<2%) during the previous 12 months?	
66. Has the Excess Stock Due Cancellation (DI 045) action been requested and reviewed monthly, immediately after completion of Demand History Processing (DI 073)? (NAVSUP P-485,Vol I/ 3839)	
67. Is an active program to off-load excess material using Mechanized Off-load (DI 083) or MRE (DI X37) evident? (NAVSUP P-485,Vol I/ 5320)	

Demand History Processing	Yes or No
68. Are DI 073 reports reviewed and annotated with the action taken? (NAVSUP P-485,Vol I/ 6853 and CNSLINST 4406.1G)	
69. Is the DI 073 Report 09 Records Dropped From BMF used to identify NSNs with locations; and are spot inventories being performed verifying zero on-hand? (NAVSUP P-485,Vol I/ 6853)	
70. Is the SAMMA/SAL, DI 008, produced and reviewed before and after each levels set (DI 073) (live or trial) to identify erroneous or illogical BMF conditions? (NAVSUP P-485,Vol I/6857)	

BRF Audit Report Summary	
71. Record total requisitions appearing on the following BRF Audit Reports.	

A. BRF Audit Reports DTD: _____

B. BRF Audit Report 04 - Outstanding requisitions >30 days old without incoming status. R/C: _____

C. BRF Audit Report 05 - Outstanding requisitions with AE1/BF as the latest status.   R/C: _____

D. BRF Audit Report 07 - Outstanding requisitions with current status of AE1, BB, BM or BD and the ESD/EDD is >30 days old without a follow-up. R/C: _____

E. BRF Audit Report 08 - Outstanding requisitions with an AC1 or AK1 >30 days old without a follow-up. R/C: _____

F. BRF Audit Report 09 - Outstanding requisitions with AS1 or AE1/BA status >60 days old. R/C: _____

G. BRF Audit Report 10 - Outstanding requisitions with AB1 status and no follow-up >30 days. R/C: _____

Reorder Review	Yes or No
72. Are reorder review listings reviewed and annotated with actions taken? (CNSLINST 4406.1G and NAVSUP P-485,Vol I/ 3806) NOTE: The reorder review ledger is reviewed for possible errors, unusually high quantities, etc., by the Stock Control Officer and Stores Officer before submission of requisitions to the supply system.	
73. Are reorders (DI 081) with ARRCs properly processed; material requiring special requisitioning (gas/bottles, AV-DLRs, etc.)? (CNSL 4406.1G)	
74. Are automatic follow-up (DI 072) actions requested at least monthly for outstanding requisitions? (NAVSUP P-485,Vol I/ 3831)	
75. Is a program to review rejected requisitions (CJ, CG, CK, etc.) for possible COSAL/LOADLIST/AVCAL challenges (stock) or inaccurate requests (DTO) in effect?	
76. Is status received from SALTS and NAVAL MSGs being input into SUADPS? (SUADPS-RT Support Procedures, LOG 2.1.2.3)	
77. Is Requisition History File processing properly ran monthly and at the end of each fiscal year? (NAVSUP P-485,Vol I/ 3841 and SUADPS-RT Support Procedures Logistics 6.4.1.1)	

Material Obligation Validation (MOV) External & Internal	Yes or No
78. Are external MOV procedures properly followed in that: (NAVSUP P-485,Vol I/ 3835)	

A. AP9/APX responses are properly and promptly transmitted?

B. AN1 card images are properly processed through batch input for comparison to the BRF?

C. Suspended AN1 transactions are properly processed; a post-post A0   is generated and an

appropriate AP1 response generated?			
Category	Total number of outstanding requisitions	Number of valid requisitions	Validity %
Stock			
Total			

Suspense Processing	Yes or No
79. Do you have any X31s or X71s greater than 4 days old?	
80. Do you have a minimum of 2 personnel trained to process suspense?	
81. Do you have any suspense code 1045 records without a matching BRF requisition?	

Receipt Processing	Yes or No
82. Are there receipts in process older than 4 days without a stow? (NAVSUP P-568)	
83. Does Stock Control validate every receipt against the DI 100 Financial Update Report 4?	
84. Do all receipts contain receipt signature, date and the quantity verified? (NAVSUP P-485, Vol I/ 4110.)	
85. Does a sample of 100 stock receipts match the X71 transaction on the CTL, including location, quantity, NSN, U/I and U/P?	

UNREP Management	Yes or No
86. Are Allowance Type Code 2 and 3 material (excluding 9M and 1Q COG material) in excess of authorized FILL allowance?	
87. Are case weights, case pack, and case cube set on all 1Q COG, 9M COG, and hull items?	
88. Are Round Flags set on all 1Q and 9M COG material?	
89. Do all 9M COG BMF Unit Prices match current NAVSUP 1059 price list?	
90. Do all 1Q COG BMF Unit Prices match current ships store price list?	
91. Are all cash sales transactions (DD Form 1149s) prepared correctly?	
92. Does all cash sales transactions (DD Form 1149s) contain a signature acknowledging acceptance from the receiving activity?	
93. Are all cash sales transactions "not collected" sent to the proper activity?	
94. Is the CIA table routinely reviewed and updated with current information?	
95. Is the proper appropriation for 9M COG (PZ Fund Code) being used?	
96. Is 1Q COG material issues to ships store being charged to OM&N (SC Fund Code)?	
97. Are Record Type Code 1 records or UN1 listings being corrected before the batch job is requested?	
98. Are Record Type Code 1 records on the batch job being corrected before requesting hatch sheets?	

99. Are not carried materials listed on UNB being researched for possible substitution? (This material could be AT 6 and or 7 records without MIC code or ATC 1 records that are excessive in quantity).	
100. Are Material Control Codes (MCCs) of F and P for 9M COG material properly assigned?	
101. Are Material Indicator Codes (MICs) properly assigned?	
102. Are ship store invoice DD Form 1348-1As being prepared and forwarded to the receiving ship/unit?	
103. Are MCCs of "A" or "L" assigned to all 1Q COG material?	
104. Is the Estimated Price Indicator (EPI) set on all 9M COG material?	
105. Are returned copies of the 1Q COG invoice documents DD Form 1348-1As being filed in the customer folder?	
106. Are the COMNAVSURFLANT LAMPS/VERTREP Desktop Procedures being used?	
107. Is there an exchange due file established (which would aid in timely turn-in of non-RFI components)?	
108. At what frequency are outstanding PUK replenishment requisitions screened against stock receipts?	

Requisitioning and Issuing	Yes or No
109. Is an adequate system established to control document flow from initial request to issue/receipt? (NAVSUP P-568/5103)	
110. Are project codes correctly assigned to requisitions? (NAVSUP P-485,Vol II/ APP 6)	
111. Are off-line requisitions, submitted by message or by mail, recorded in AIMS?	
112. Is non-allowance organizational issue material requisitioned for ship or AIRDET use? (SURFSUP) Note: The following list, which is not all-inclusive, contains examples of prohibited items: A. Flight jacket, NSN 8415-01-010-1911 thru 1913. B. Aviator survival knife, NSN 7340-00-098-4327 C. Aviator sunglasses, NSN 8465-00-753-6261 D. Coveralls, flyers, NSN 8415-01-043-8366 E. Kit bag, flyers NSN 8460-00-606-8366	
113. Are proper procedures for partial issues and customer refusals followed? (CNSLINST 4406.1G)	

Aviation Stores/Supply Support General	Yes or No
114. Do the Supply Support Center/Aviation Stores Officer, LCPO, and Work Center Supervisor have an up-to-date turnover folder and desk top guide? (CNSLINST 4406.1G)	
115. Is the on-the-job training (OJT) for Aviation Support properly documented?	
116. Are effective efforts being made to obtain material for outstanding DTO requisitions (re-screens, follow-ups, supply assists, CRAMSI, etc.)? (NAVSUP P-485, Par. 3531-3536)	
117. Are ship-to-ship transfers and receipts of end-use AVDLR material conducted according to CNSL policy? (CNSL msg 181917Z Apr 93)	

118. Are there any AT Code 2 or 3 6R COG records? Should be zero.	
119. Are Report of Discrepancies (SF Form 364) being prepared for missing, misidentified, or damaged material? (NAVSUP P-485/4115)	
120. Do aviation requisitions contain all the mandatory entries?	
121. Are off-line PUK replenishment and DTO requisitions properly prepared? (NAVSUP P-485/3024-3080)	
122. Is the AVDLR Fixed Allowance Program properly maintained? Are there no increases or decreases of allowance without CNSL approval?	
123. Are AVDLRs properly stowed in centralized storerooms segregated from regular stock material? (CNSLINST 4406.1G)	
124. Is a Repairables Manager assigned to manage all aspects of AVDLRs? Is he/she the primary custodian of AVDLR storerooms? (CNSLINST 4406.1G)	
125. Are surveys prepared for missing or damaged AVDLRs and approved by the CO or designated representative? Is a Missing Lost Stolen Report (MLSR) prepared when appropriate? (NAVSUP P-485,Vol I/ 5134)	
126. Are Allowance Change Requests (ACRs) properly submitted? (OPNAVINST 4790.2E, Vol III/14.10.2.4)	
127. Are corresponding signed pack-ups listed and/or sub-custody cards on file?	
128. Is a one-for-one exchange program in effect for aviation and surface repairables? (NAVSUP P-485,Vol I/ 8302)	
129. Is remain-in-place (RIP) material properly controlled? (OPNAVINST 4790.2E, Vol. III, Chap 13)	
130. Is yellow copy of DD-1348-6 PT posted to the exchange Due File when an item is not ready for turn-in (i.e., squadron deployed, RIP, etc.)?	
131. Are components verified to make sure SRC cards are attached to the component in a protective MAF bag?	
132. Are copies of DD 1348-1A transfer documents kept on file for shipped aviation and surface material? (NAVSUP P-485/4145-4149)	
133. Does the Aviation Storekeeper make sure RFI Repairables are properly packaged before stowing? (OPNAVINST 4790.2E, Vol. III/8.4.4.2.1)	
134. Are Quality Deficiency Reports (QDR) (NAVSUP Report 4440.80.1) properly submitted? (NAVSUP P-485,Vol I/ 4274)	
135. Does the Aviation Storekeeper make sure repairable stock is stowed on padded shelf units or is packaged in reusable containers and properly stowed for heavy weather?	
136. Does the Aviation Storekeeper make sure the VIDS/MAFS are verified before acceptance of Non-RFI material turned in by the supported unit?	
137. Does the Aviation Storekeeper make sure RFI/NRFI repairable material is properly packaged prior to off-load or transfer?	
138. Has the Aviation Storekeeper properly conducted a bulkhead-to- bulkhead inventory for all DLR/AV-DLR/FLRs within the last year and made appropriate entries to AIMS? (NAVSUP P-485/6062)	

139. Are advice codes for AVDLR transactions properly assigned with respect to NRFI availability?	
140. Are AVDLR requisitions accompanied by a NRFI turn-in, except for authorized CRIPL items (5S Advice Code)?	
141. Are accurate records maintained on all NRFI turn-in shipments including certified mail receipts, DD 1348-1A, DD 1149, or TCMD documents?	
142. Are carcass tracking records recorded in the Aviation Inventory Management System (AIMS) Transaction Ledger?	
143. Is a survey document on file for material ordered with 5A Advice Code?	
144. Are AVDLRs issued or requisitioned in quantities of one each (one-for-one exchange basis)?	
145. Is NRFI turn-in material turned into supply before issue or within 24 hours after RFI material (5S Advice Code) is received?	
146. Are personnel handling unserviceable AVDLRs familiar with proper packaging procedures and reusable container policy?	
147. Are NRFI turn-ins turned into the Point of Entry (POE) from which ordered?	
148. Is documentation for NRFI AVDLRs properly prepared (BCD: DD 1348-1A)?	
149. Do high limits recorded on AIMS match allowances provided by the outfitting site?	
150. Is a responsible Aviation Storekeeper assigned as the PUK Manager in writing?	
151. Are the following files established and properly maintained? A. OUTSTANDING FILE - All outstanding DTO documents in document number sequence. B. COMPLETED FILE - All documents issued and received by the AIRDET showing signature, date and time of receipt. Receipts will be attached to the issue document. C. PUK DEFICIENCY REPORTS - All PUK Deficiency Reports sent from the ship in DTG sequence. D. PUK DEFICIENCY RESPONSE FROM OUTFITTING SITE - All PUK Deficiency responses form outfitting site in DTG sequence. E. INVENTORY FILE - Copies of all quarterly and sample inventories in date sequence. F. SURVEY FILE - Copies of all surveys in document number sequence. G. ROD FILE - All RODs submitted and responses in stock number sequence. H. EXCHANGE DUE FILE - Yellow copy of the DD 1348 6pt for all NRFIs due from the AIRDET in document number sequence. I. SHIPPING FILE - All shipping documents and shipping messages in document number sequence.	
152. Are the following instructions for the proper support of aircraft on hand and kept current? A. CNAL/CNSL/CNAP/CNSPINST 4420.3A B. CNSL AVIATION PACK-UP KIT (PUK) DESKTOP PROCEDURES C. CNSL SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK D. CNALINST 4295.1H, SUPPLY MESSAGE TRAFFIC AND REQUESTS SUPPLY ASSISTANCE; POLICY REGARDING E. CNALINST 4400.21C RECEIPT, STORAGE AND SHIPMENT OF REPAIRABLES IN REUSABLE CONTAINERS. F. NAVAIRINST 13700.15A, AIRCRAFT ENGINE MANAGEMENT SYSTEM	

G. CNSLINST 13650.1D, MANAGEMENT AND CONTROL INDIVIDUAL MATERIAL READINESS LIST (IMRL) FOR SHIPS SUPPORTING AIRCRAFT (LESS LPH/LHA/LHD, LAMPS AND VERTREP) H. CNALINST 5442.5D, AIRCRAFT MATERIAL READINESS REPORT (AMRR) I. CNALINST 8010.12, SONOBUOY MANAGEMENT, REQUISITION AND REPORTING PROCEDURES J. CINCLANTFLTINST 8010.12A, SONOBUOY MANAGEMENT, REQUISITIONS AND REPORTING K. CNALINST 7310.1V, FINANCIAL REGULATIONS CONCERNING FLIGHT OPERATIONS FUNDS L. CNALINST 7310.5M, AOM FUNDING	
153. Is the Aviation Inventory Management System (AIMS) being used for management of the PUK?	
154. Do the AIMS reports reflect the following CNSL pulse points? A. The Depth and Range Report matches the most current transmitted message report excluding transactions since the date of the report. B. The DEF to RO report is negative. C. The Excess Report is negative or all items listed are ATC 6. D. The Stock Due Report matches the last transmitted PUK Deficiency Report excluding transactions since the date of the report. E. The DTO report is negative unless the AIRDET is onboard. If the AIRDET is onboard the DTO Due Report reflects all outstanding DTO requirements held by the AIRDET.	
155. Has the Supply Officer established a valid shelf-life program according to PUK Desktop Procedures? (CNAL/CNSLINST 4420.3A)	

General Stores (SNAP I - SAC 207) - USID "A" Personnel Qualifications

Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and experience aboard your command.   Copy and attach addendum pages as necessary.

Name and Rate	PRD	NEC	FAS		FINANCIAL SK		DLR SK		BMF/BRF SK		IBS COORD SK		Training PO							
Not used			C[10]	Q[11]	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[10] Use a check mark to signal this as the Storekeeper's **current** assignment. (C = current)
[11] Use a check mark to signal the Storekeeper is **qualified** in this PQS element. (Q = qualified

Automated Data Processing (SNAP I - SAC 207)
Training Requirements

USS/USNS _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training:	Length	Graduate(s)	PRD/NEC
UNIX Introduction [12] (NCTAMSLANT)	4 days		
UNIX I & II (SPAWARSYSCEN) [13] (User/Systems Administrator)	15 days		
UNIX Shell Programming [14] (NCTAMSLANT)	2 days		
UNIX System Administration [15] (NCTAMSLANT)	3 days		
SNAP III System Administration [16] (FTC Norfolk)	25 days		
Hardware Maintenance Class [17] (FTSCLANT/SPAWARSYSCEN)	25 days		
ADP SEMINAR [18] (COMNAVSURFLANT)	5 days		
AZ7 SEMINAR (COMNAVSURFLANT)	5 days		

RM/DP/DS Manning and Support								
In the space below indicate the number authorized and number assigned for the following rates:								
DP/RMC	DP/RM1	DP/RM2	DP/RM3	RMSN/A	DSC	DS1	DS2	DS3
Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized
Assigned	Assigned	Assigned	Assigned	Assigned	Assigned	Assigned	Assigned	Assigned
1. How many prospective gains in the next 6 months?								
2. How many prospective losses in the next 24 months?								
3. Do any of the prospective losses have SUADPS-RT NECs (2825/2824) which must be replaced?								

[12] Optional course. Cost $5695. Recommended for anyone that didn't attend the SPAWARSYSCEN Systems Administrator Course.
[13] Course only offered to ships about to be implemented with Ported SNAP. No cost. Two weeks UNIX training based on SUADPS application, one week NOVELL user training.
[14] Optional course. Cost $295. Recommended for E-5 and above with 12 months or more to PRD.
[15] Optional course. Cost $495. Recommended for any that didn't attend the SPAWARSYSCEN Systems Administrator Course.
[16] 1NEC 2730) Required for minimum one (1) LCPD/LPO or System Administrator. Requires PCS or TAD orders.
[17] Required for minimum one (1) Data Systems Technician (DS). No cost.
[18] Required for all RM/DP personnel with 12 months or more to PRD. No cost.

Organization, Administration, and Training (Supply Officer's Evaluation)	Yes or No
4. Is ADP organized within the Communications Department?	
5. Does the ADP Officer report directly to the Communications Officer?	

6. Is there an organizational chart posted indicating authorized billets and personnel assigned?	
7. Are the ADP Officer/Chief and System Administrator reviewing console sheets/shift logs daily?	
8. Are all shifts and all DSs included in the training schedule?	
9. Are all RM/DP personnel being rotated regularly for training purposes?	
10. Are messages being sent to SPAWARSYSCEN informing COMNAVSURFLANT (N621) when SPAWARSYSCEN software changes/updates are implemented noting specific identification of change/patch/update and date implemented?	
11. Is there a Temperature/Humidity recording device in the computer room and is it monitored?	
12. Are directives applicable to ADP available and current?	
13. Are ADP Spaces clean and orderly?	
14. Are there signs posted prohibiting eating drinking and smoking in the computer room and in the immediate vicinity of SNAP terminals and Personal Computers (PCs)?	
15. Are there CO2 fire extinguishers in the computer room and are personnel familiar with their locations and use?	
16. Is PMS being performed on the CO2 fire extinguishers according to OPNAVINST 4790.4Cs?	
17. Are there enough operational supplies available in ADP?	
18. Are there procedures posted to handle power and air conditioning casualties?	
19. Is PMS being correctly performed on all air conditioning filters according to OPNAVINST 4790.4C?	
20. Are emergency power down procedures posted in the computer room?	
21. Are all RM/DP personnel qualified at the appropriate level on the COMNAVSURFLANT ADP PQS? Number of personnel qualified _____ out of ____	
22. Is an ARMS correspondence file maintained for the reporting of ADP inventory onboard (with the exception of CDA supported systems) and associated cost?	
23. Is an RM/DP (vice SK/AK) serving as the SUADPS FAS?	
24. Are the guidelines provided in SPAWARSYSCEN Document No. 54-94-2 (Ported Snap I Distributed Processing Operators Manual) of 02 May 1994 followed to report software Trouble Reports?	
25. Are data processing requirements being reviewed annually to eliminate unnecessary or excessive copies of reports?	
26. Are all ADP personnel made aware of user needs and problems?	
27. Is file maintenance to delete unnecessary files and fragmentation maintenance performed monthly?	
28. Are locally developed programs used to modify or update files maintained by CDA supported software?	
29. Are records being maintained for software changes/updates for SUADPS/OMMS/IMMS, NALCOMIS and the Operating Systems for the Host and the RPSs?	
30. When was the last CTL Strip conducted? Was the output tape archived to STAR? (Non-ported ships only)	

Magnetic Media Library	Yes or No

31. Is there a permanent Media Librarian and an alternate assigned?	
32. Are tapes (9 track and 8mm cassettes) released for scratches when due?	
33. Are 9 track tapes cleaned at least once every 10 uses and certified every 30 uses?	
34. Are there enough tapes, cassettes, and floppy disks available for rotation?	
35. Are 9 track tapes, 8mm cassettes, and floppy disks replaced regularly?	
36. Is there an off-site storage area established for backups and copies of current/prior software releases? A. Is the off-site storage area appropriately climate controlled?	
37. Are write-enable rings removed for all newly created tapes?	
38. Do all output tapes have correct labels and are they correctly entered into the tape library system?	
39. Are retention cycles maintained on all master and save tapes to facilitate recreation of files and databases?	
40. Is there a tape log for maintaining tapes received into and mailed out of the command?	
41. Are follow-up letters sent to commands that have not returned magnetic tapes after 90 days?	
42. Are there enough scratch tapes available to support computer schedules?	
43. Has a floppy disk library been established?	
44. Are strict controls maintained on all magnetic media?	
45. Is the COMNAVSURFLANT-approved tape library program being used?	

Production Control	Yes or No
46. Is their a standard procedure established and documented for preparing daily computer schedules? Summarize procedure:	
47. Are follow-up letters sent to commands that have not returned magnetic tapes after 90 days?	
48. Are there enough scratch tapes available to support computer schedules?	
49. Has a floppy disk library been established?	
50. Are strict controls maintained on all magnetic media?	
51. Is the COMNAVSURFLANT-approved tape library program being used?	
52. Do monthly computer schedules include routine PMS, Systems Fragmentation Maintenance and Systems Saves?	
53. Does the Communications Officer approve monthly computer schedules?	
54. Are copies of the monthly schedule provided to all Functional Area Supervisors (FASs), the AIMD officer, the 3M Coordinator, Stock Control and Supply Officer, and Communications Officer?	
55. Do computer schedules meet the requirements of the customers?	
56. Are all incoming/outgoing jobs checked for completeness and accuracy?	
57. What is the average daily computer back log? Answer _____	
58. Is all system output signed for when received by the user?	
59. Are input/output logs used?	

60. Are run sheets for all jobs complete and accurate?	
61. Is all computer time documented with detailed accounting for GEN downtime and monthly reports submitted to the Communications Officer? (Monthly reports to be kept for 1 year)	
62. Are the following records being maintained: A. System Console sheets kept for 45 days? (AN/UYK-65 (V) sites only) B. Monthly Computer Schedules kept for 13 months? C. Daily computer schedules kept for 45 days? D. Are run sheets for all jobs processed by ADP kept for 45 days?	
63. Is all magnetic media properly labeled?	
64. Is Q/A auditing of the tape library being performed weekly?	
65. Enter the % accuracy from a 100 tape random sample _____	
66. Is Q/A auditing of the tape library (off-site storage) being performed monthly?	

ADP Equipment Management and Maintenance	Yes or No
67. Are Cycle and Quarterly PMS schedules properly prepared and signed by the Communications Officer?	
68. Is the Weekly PMS schedule properly prepared and signed by the division officer?	
69. Is the MRC Deck complete and tailored to installed equipment? (OPNAVINST 4790.4C)	
70. Is deferred and corrective maintenance documented per OPNAVINST 4790.4C?	
71. Are Feedback Reports (OPNAV 4790/7B) submitted to correct MRC discrepancies and to identify new PMS documentation resulting from equipment addition/deletion/modification? (OPNAVINST 4790.4C)	
72. Are EGLs (OPNAV 4790/81) used and contain no more than a single days work?	
73. Are all consumable materials used to perform PMS listed in the Standard PMS Material Identification Guide (SPMIG)? (OPNAVINST 4790.4C)	
74. Does the PMS Manual contain the latest LOEP and SFR? (OPNAVINST 4790.4C)	
75. Are OPNAV 4790/CK forms submitted when equipment is added, modified or deleted? Are hardware configuration change records current?	
76. Are copies of the current APLs available?	
77. Is all test equipment currently calibrated?	
78. Are all maintenance personnel aware of proper procedures for requesting hardware technical assistance?	
79. Are records maintained of all telephone calls/ messages concerning hardware technical assistance?	
80. Are all hazardous materials used for PMS correctly labeled?	
81. Is there a current inventory of all ready spare parts?	
82. Are work center maintenance personnel 3M 301 and 302 qualified?	

ADP Security	Yes or No

83. Is there a command ADP Security Officer (ADPSO) assigned and designated in writing?	
84. Is there a SNAP System Security Officer (ADPSSO) assigned and designated in writing?	
85. Are there Departmental ADP System Security Officers (ADPSSOs) assigned for all personal computers (PCs) and are they designated in writing?	
86. Is the ADP Officer/Chief both the ADPSO and the ADPSSO for the SNAP System?	
87. Are there Terminal Security Officers (TASOs) for all remote terminals, and have they been appointed in writing?	
88. Has the SNAP ADPSSO implemented standard security procedures? A. Are Risk Assessment Data Sheets completed? B. Has a Security Test & Evaluation (ST&E) been completed? C . Is the computer system accredited and if not, is there interim authority to operate in place?	
89. Are ADP security procedures being followed?	
90. Do all SNAP users have unique user IDs assigned by the application Functional Area Supervisor?	
91. Are all SNAP system passwords being changed quarterly or as personnel assignments change?	
92. Do all SNAP user IDs have unique passwords assigned?	
93. Are all SNAP terminals being logged off after use?	
94. Are the SNAP system consoles being monitored while the system is processing?	
95. Is the SNAP computer room protected by cipher lock(s)?	
96. Are there appropriate security markings on all magnetic media?	
97. Are all Privacy Act Reports (if any) produced on the SNAP system being signed for by the user?	
98. Does the SNAP ADPSSO have a user listing with all SNAP terminal locations included?	
99. Does the ADPSO maintain a master user listing of all SNAP I and micro computer users with terminal/computer locations included?	
100. Do departmental micro-computer ADPSSOs have user listings of all micro-computers under the cognizance with locations included?	
101. Is there Life Cycle Management (LCM) documentation (either Mission Element Needs Statement (MENS) or Abbreviated Decision Paper (ASDP)) for each micro-computer onboard?	
102. Software Licensing A. Is there evidence of unauthorized duplication of proprietary software? B. Is any "shareware" software in use onboard appropriately licensed?	
103. Has classified material been stored to micro-computer hard disks?	
104. Have Standard Operating Procedures (SOPs) been established for the security, control, classification, marking, storage and disposal of micro-computer media?	
105. Are efforts being made to limit exposure to micro-computer viruses?	
106. Has original micro-computer software been backed up and are periodic data file backups being made to ensure minimum recovery time in case of destruction?	
107. Are micro-computers that process classified information connected to non-secure modems?	

108. Privately owned hardware and software. A. Are privately owned micro-computers in use in workspaces? B. Is privately owned software in use in workspaces?	
109. Are periodic checks performed to ensure compliance with ADP security requirements?	
110. Are all SNAP system users familiar with appropriate ADP procedures?	

Local Area Network (LAN)	Yes or No
111. Is there LAN equipment installed onboard?	
112. Is the LAN properly documented?	
113. Is there a Network Security Officer (NSO) appointed in writing?	
114. Does the NSO maintain a master list of all network users with the terminal locations included?	
115. Are there Terminal Area Security Officers (TASOs) for all remote terminals, and have they been appointed in writing?	
116. Has the NSO implemented standard security procedures? A. Are Risk Assessment Data Sheets completed? B. Has a Security Test & Evaluation (ST&E) been completed? C. Is the computer system accredited, and if not is there interim authority to operate in place?	
117. Are daily and weekly backups of server files produced and kept for required retention within the media library system?	
118. Is bindery integrity maintained?	
119. Is periodic disk space management performed?	
120. Is the server on a battery backup unit?	
121. Is VREPAIR run after power outages, volume mounting problems or corrupted FAT tables?	
122. Is the system console locked when not in use?	

3M AND MDS
Training Requirements

USS _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training:	Duration	Graduate(s)	PRD/NEC
Divisional DCPO Indoctrination (FTC) [19]	2 days		
COSAL Use and Maintenance - specify Mechanized/Non-Mechanized (FLTILO) [20]	3 days		
Service School Command's 3M Coordinator Course (FTC) [21]	10 days		
3M Systems for Division Officer (ATG)	1 day		
3M Schedule Preparation (ATG)	1 day		
Equipment Configuration Changes (ATG)	1 day		
EQV Procedures (ATG)	1 day		
CSMP Training (ATG)	1 day		
IEM Scheduling (ATG)	1 day		
PMS Spot Check Training (ATG)	1 day		
2K Pre-transmittal Procedures - 3M (ATG)	1 day		
Others:			
ATG onboard assist visit	1-5 days		
Equipment Configuration Reports Management (ATG)	1 day		

Configuration Management (3M Coordinator's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
1. When was your last COSAL producing ILO?	
2. Who is your CDM? Name_____ Ph_____ Last contacted on _____(date)	

[19] 60% of onboard personnel minimum
[20] All LCPOs, Work Center Supervisors, & Supply Petty Officers
[21] 3M Coordinator and one alternate

3. What project(s) are currently in progress with the CDM?	• None
	• See description
CDM and Ship projects: _____ _____ _____ _____	
4. Is equipment, not covered by PMS, reflected in the EQU or LSD in SNAP?	Yes or No
5. Furnish, as an attachment to this completed assessment, PART A, B, and C of the EQUIPMENT FILE ANALYSIS REPORT. Submit the retained report from 6 months ago and a current report.	Attached
6. What was the last ASI tape/RAD download received?	No. _____
7. What was the last ASI tape/RAD download processed?	No. _____

Technical Manual Support (3M Coordinator's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
8. Do you have an updated Technical Manual (TM) List?	Yes or No
9. Do you know how to identify missing TMs?	
10. Do you know the procedures for obtaining a TM?	
11. Have you ordered all missing TMs?	
12. Do the TM numbers appear on the SNAP LSD files?	
13. Have all changes received been posted to existing TMs?	

CSMP Integrity (3M Coordinator's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
14. How many JSNs on the CSMP?	
15. Number of JSNs opened against <u>equipment</u> without a valid APL or RIN? [22]	
16. Are there mismatches between the Deferral Reason and Type Availability?	Yes or No
17. Does Remarks Section Description (block 35) match Deferral Reason?	
18. Does block 37 indicate a brief description of the problem or situation?	
19. Are all JSNs current and up-to-date?	

Background: Jobs without APLs create additional work downstream. The percentage of jobs opened against Blank APLs will give the assessor an idea of the number of required APLs not onboard or not easily located.

[22] How many JSNs have "N/A"? in the APL field for JSNs opened against equipment?

COSAL Integrity (3M Coordinator's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
20. What is your ship's Gross Supply Effectiveness (GSE)?	_____%
21. What is your ship's Net Supply Effectiveness (NSE)?	_____%
22. Using the Summary of Effective Allowance Parts/Equipage Lists (SOEAPL) for Hull/Mechanical/Electrical complete the following: A. Record count of APLs flagged with a pound sign (#): _____	

B. Record count of APLs flagged with a question mark "?": _____

C. Record the number of ORPHAN APLs. **23** _____

Notes: 1 ORPHAN APLs will not show in SOEAPL due to missing <u>EQU</u> record. This data can only be obtained using CNSL Suitcase Utility Program. 2. ORPHAN APL will only show in SOEAPL if it was loaded as type 2 (equipment) vice type 4 (ALT).

[23] Good APLs with Children"   Orphan APL (no parent)

   58532405   Parent   92601401IF Child

   58532405FB Child   92601401IH Child

   58532405FC Child   92691401IJ Child*

* In the latter example APL 92601401 is <u>missing</u> from the SOEAPL

23. Do you know how to correct records marked with a ? or #?	Yes or No

Background: GSE and NSE are baseline indicators of how well COSAL support is in line with the ship's actual configuration. The other questions are aimed at COSAL maintenance. The pound "#" sign signals an APL for which logistic support is requested or pending. The question mark "?" identifies APLs for which part(s) are not listed, and the orphan APL is an indicator parent APLs were deleted from your database erroneously or were legitimately removed and you have APLs onboard (children) unnecessarily.

Ship's PMS Program (3M Coordinator's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
24. Name, NEC(s) and PRD of the ship's 3-M Coordinator:	
25. Number of Technical Feedback Reports submitted in the last 6 months?	
26. How many outstanding Technical Feedback Reports are older than 180 days?	
27. How many Maintenance Work Center's are there onboard the ship?	

28. How many of the Work Center Supervisors have completed 3M Administration/ Operations Course (J-500-0025)?

<u>Name</u>	<u>PRD</u>	<u>Name</u>	<u>PRD</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

28. How many of the Work Center Supervisors have completed 3M PQS qualifications?

Name	PRD	Name	PRD
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References and Required Reports (3M Coordinator's Evaluation) Check which of the following are available aboard your command:	Lo 1 2 3 4 5 6 7 Hi Yes or No
30. OPNAVINST 4790.4C (3-M manual)	
31. NAVSEA SCLSIS Organizational Guide, 0910-LP-278-2100 Rev F	
32. OPNAVINST 5100.19C (Safety Precautions for Forces Afloat)	
33. COMNAVSURFLANTINST 5100.4 (Electrical Safety and Tool Issue Program for Afloat Commands)	
34. OPNAVINST 3120.32C (Equipment Tag Out Procedures)	
35. COMNAVSURFLANTINST 5040.4A (Reporting Procedures and Format for the SUPPLY MANAGEMENT INSPECTION (SMI) Report Chapter 4)	
36. NAVSEA SCLSIS Technical Specifications 9090.700B 0910-LP-258-6300 (PART A/B)	
37. UNIT 3-M Instruction	
38. NAVSEACENPAC PMS Service Brief (2-years)	
39. SPMIG (Vol 1 and 2)	
40. COMNAVSURFLANT Information Bulletin (PMS portion for latest 2 years)	
41. Ship's accomplished spot check forms (latest 4 weeks)	
42. NAVSEA SL790-AB-URM-010/3-M (Ship's 3-M Data System User's Manual)	
43. COMNAVSURFLANTINST 4790.3 (QA Manual)	
44. COSAL Use and Maintenance Manual	
45. Training Guide for Selected Equipment List (SEL)	
46. Level 2 MDS Reporting Procedures	

**Food Service
Training Requirements**

USS _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training	Duration	Graduates	PRD/NEC
(NFMT) Food Service Informal Training/Seminars	2-5 days		
(NFMT) Private Mess Work Shop	3 days		
(NFMT) Wardroom Service	3 days		
(NFMT) Watch Captain JOD	4 days		
(NFMT) Records and Returns	5 days		
(NFMT) Sanitation and Safety	2 days		
(NFMT) Healthy Choice Menu	5 days		
(NFMT) Food Service Equipment Trouble Shooting	2 days		
(NFMT) Food Service Technical Assistance	1 day		
(NFMT) Mess Decks Master-At-Arms	1 day		
(SSC) MS "A" School	7 weeks		
(SSC) Food Service Administration *	6 weeks		
(SSC) Private Mess Operations	2 weeks		
(SSC) Food Service Records and Returns *	2 weeks		
(SSC) Automated Records Keeping (FSM program)* may substitute w/FTC FSM Recordskeeper)	2 weeks		
(FTC) Food Service Management *	12 days		
(FTC) Food Service Returns	12 days		
(FTC) Food Service Recordskeeper * (may substitute w/SSC Automated Records Keeping)	12 days		
(FTC) Food Service Sanitation Instructor**	5 days		
(ATG) FSM Seminar	1 day		
(ATG) 1090 Training OJT w/ship's Recordskeeper) *	1 day		
(ATG) Quarterly Records Closeout ***	1 day		
(ATG) FSO Audit (FSO/Leading MS)*	1 day		

| ATG specific functional assist visits | 1-5 days | | |
| ATG assistance and correction visits | 1-5 days | | |

*   Two graduates minimum.
 ** One graduate required from Food Services division, one graduate required from Medical division.
*** Quarterly returns must be audited by ATG before submission or as soon after the end of the accounting period as operational schedule permits.

MS Manning and Support

1. In the space below indicate the number authorized and number assigned for the following MS rates.

MSCM	MSCS	MSC	MS1	MS2	MS3	MSSN/SA	Other
Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:
Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:

2. How many prospective gains in the next 6 months?

3. How many prospective losses in the next 24 months?

4. When was last Navy Food Management Team Assist Visit?

5. Review required NECs. How many, and which, are prospective losses in the next 24 months?

_____
_____
_____
_____
_____

Sanitation (Food Service Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
6. Do all Food Service personnel have current sanitation and health certifications from medical department?	Yes or No
7. Date and results of last four medical department sanitation inspections (semimonthly): Date: _____ Score: _____ Date: _____ Score: _____ Date: _____ Score: _____ Date: _____ Score: _____	
8. Does Food Service have an active heat stress program?	Yes or No

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Equipment, 3M and MDS (Food Service Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
9. Do you have Engineering personnel onboard who understand and have received formal training on installed Food Service equipment?	Yes or No
10. Does your Engineering department have technical manuals for the installed equipment? List installed equipment without onboard technical manuals:	

11. Has your equipment been validated for onboard repair parts support? (Use SNAP II/III to run an APL analysis). List equipment which has not been validated: _____ _____ _____ _____ _____ _____ _____ _____	
12. 3M section: A. Is your ship using the SEAMAT assist team? B. Does ship know how to request SEAMAT's assistance through ATG? C. Does the Food Service Officer have an updated listing of all food service equipment? D. Does the Food Service Officer have a system in place to monitor completion of all required PMS on all the food service equipment? E. Is all equipment PMS implemented in ship's 3M system?	

Accountability and Financial (Food Service Officer's Evaluation)		Lo 1 2 3 4 5 6 7 Hi
Provide the below data for the last 2 quarters:	Quarter ____	Quarter ____
13. Total stores consumed		
14. Price adjustments		
15. Total quarterly food costs per NAVSUP 338		
16. Value of inventory adjustments		
17. Number of negative issues		
18. Quarterly monetary allowance		
19. Does ATG audit returns submission as required?		
20. Does the Food Service division have written procedures in place when operating under temporary storage conditions; i.e., refrigerator trucks, to prevent the loss of food.		
21. Has NAVSUP dietitian reviewed the menu?		
22. Are high/low limits adjusted periodically to reflect actual needs?		
23. Are 1046s signed by each officer at the end of each month.		
24. Are Wardroom meal charges billed by the 5th of each month following the month the charges were incurred?		
25. Is Wardroom paying the general mess for previous month's food costs no later than the 15th of the month following debt incurred?		

26**. Description of Work.** Attach pertinent sections of the divisional CSMP. Annotate approved 2K's for next maintenance period and those items which are scheduled for ship's force accomplishment. Will any of these projects interfere with normal operations either from a space or personnel perspective?

Food Service Personnel Qualifications

27. Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and personnel use onboard your command.   Copy and attach addendum pages as necessary.

Name and Rate	PRD	NEC	Cook on the Watch		VEG Prep		Baker		Prov. Bulk and Issue Storeroom		Galley Bake Shop Supvr		Watch Capt		General Mess Records Keeper		Leading MS		Private Mess Operations/ Records		Training PO		MDMAA	
Not used			C [24]	Q [25]	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[24] Use a check mark to signal this as the Mess Specialist's **current** assignment . (C = current)
[25] Use a check mark to signal the Mess Specialists is **qualified** in this PQS element. (Q = qualified)

**Retail Operations
Training Requirements**

USS _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training	Length	Graduates	PRD/NEC
(SSC) S/S Afloat Resale Operations Management (Users)[26]	2 weeks		
(SSC) Shipboard Barber[26,27,28,29]	4 weeks		
(SSC) S/S Afloat Resale Operations Management (Supervisor)[30]	5 weeks		
(SSC) Laundry/Dry Cleaning[26,27,28,29]	8 days		
(NEXCOM) Full Management Review (FMR)	5 days		
(NEXCOM) Laundry Assist[31]	1 week		
(NEXCOM) Barber Clinic	3 days		
(NEXCOM) Vending Machine Clinic	2 days		
(NEXCOM) ROM Basic Enlisted Training [26] (may substitute NEXCOM ROM training (shipboard)	4 days		
(NEXCOM) ROM Basic Officer Refresher	4 days		
(NEXCOM) Female Haircutting Clinic	2-4 days		
(NEXCOM) Merchandising and Pricing	1 day		
(NEXCOM) Ship's Store Returns	1 day		
(NEXCOM) Accountability/Security	1 day		
(NEXCOM) Stock Control	1 day		
(NEXCOM) Procurement	2 days		
(NEXCOM) Excess Stock/Bulk Sales	2 days		
(NEXCOM) Receipts	1 day		
(NEXCOM) Expenditures	1 day		
(NEXCOM) Internal Operating Procedures	1 day		
(NEXCOM) ROM Training (shipboard)	2-4 days		
(FTC) ROM Training (classroom)	2 weeks		
(FTC) Dry Cleaning Specialist	2 weeks		
(ATG) ROM Seminar[26]	1 day		
(ATG) 153 Audit (Sales Officer & Leading SH)	1 day		
(ATG) Ships Store Operations	1 day		

(ATG) Recordskeeper Seminar	1 day		
(ATG) Cash Collection Procedures	1 day		
(ATG) Quarterly Record Figure Closeout[32]	1 day		
Others			
ATG onboard assist visit	1-5 days		
ATG specific functional assist visit	1-5 days		
ATG assistance and correction visit	1-5 days		

[26] Two graduates minimum.
[27] Two graduates minimum for FFG, DDG, LST, and DD class ships.
[28] Four graduates minimum for CGN, CG, AGF, AOR, LPD, AOE, LPH, and LSD class ships.
[29] Six graduates minimum for LHD and LHA class ships.
[30] All enlisted E-5 and above should be graduates.
[31] Includes: Test/repair of installed equipment, safety checks, equipment operations, PMS and MDS.
[32] Returns must be audited by ATG before submissions or after the end of the accounting period as operational schedule and ATG availability permit.

SH Manning and Support

1. Report the number authorized and number assigned for the following SH rates.

SHCM/SHCS	SHC	SH1	SH2	SH3	SHSN/SA	OTHER
Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:
Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:

2. How many prospective gains in the next 6 months?

3. How many prospective losses in the next 24 months?

4. When was the last NEXCOM Fleet Assist Visit for laundry and Ship's Store?

5. Review required NECs. How many, and which, are prospective losses in the next 24 months?

_____
_____

Sanitation (Sales Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
6. Do all Barber Shop personnel have current health certifications from medical department?	Yes or No

7. Date and results of last four medical department sanitation inspections of the vending areas

Date: _____   Score: _____   Date: _____   Score: _____

Date: _____   Score: _____   Date: _____   Score: _____

8. Does Laundry have an active heat stress program?	Yes or No

9. **Inventory Adjustments**. Record the results of your last four inventories.

Date	Number of Items Counted	Number of Positive	Number of Negative Adjustments

		Adjustments	

10. **Differences by Accounting Period.** In the table(s) below list the ship's store differences as shown in the NS 235 for each retail outlet for both the last and current accounting period.

Last Accounting Period for Store # _____

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

Current Accounting Period for Store # _____

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

Last Accounting Period for Store # _____

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

Current Accounting Period for Store # _____

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

Last Accounting Period for Vending

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

Current Accounting Period for Vending

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Difference												
% of Sales												

11. **Trend Analysis.** The following questions are intended to establish general trend lines in some of your operation's key process indicators. In the space below record the requested figure for the last 6 accounting periods.

Data Point	Qtr -5	Qtr -4	Qtr -3	Qtr -2	Qtr -1	Last Quarter
Gross Profit S/S						
Operational Profit S/S						
Inventory Value						
Total Sales						
Gross Profit %						
Operating Profit %						
Total Sales (VM)						
Stock Turn						

Background: Shifts in either direction are often explicable. The demands placed on the sales operation in preparation for a deployment and during the deployment often show up in these key figures, particularly stock turn. What we will look for are dramatic shifts, those that may signal potential weaknesses in accountability and or inventory procedures.

Cash Handling (Sales Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
12. Do Cash Register Record (NS469), Cash Receipt Book (NS470), Cash Sales Invoice and Cash Collection Agent's Cash Receipt Book match for each of the last 6 months? Indicate the month(s) with a difference. _____ _____ _____	Yes or No

13. List overages/shortages exceeding $5.00 not covered by Cash Refund/Over-ring Vouchers(NS972).

Store Number	Amount	Month

Laundry Equipment (Sales Officer's Evaluation)	Lo 1 2 3 4 5 6 7 Hi
Do you have engineering personnel onboard who have received formal training on the washers, dryers, and presses installed on your ship? Name Rate PRD _____ _____ _____ _____ _____ _____ _____ _____ _____	Yes or No

15. Does your Engineering Department have technical manuals for the installed	

equipment? List equipment without onboard technical manual support:	
Equipment _____ _____ _____ _____	
16. Has your equipment been validated for onboard repair parts support? Use SNAP II/III to run an APL analysis.	

Type of Equipment	Number Installed	Number OOC	Number Degraded	Plan of Action to Correct
Washers				
Dryers				
Presses				

17. **Description of Work**. Attach pertinent sections of the divisional CSMP. Annotate approved 2K's for next maintenance period and those items which are scheduled for ship's force accomplishment. Will any of these projects interfere with normal operations either from a space or personnel perspective?

Ship's Service Personnel Qualifications

18. Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and personnel use onboard your command.   Copy and attach addendum pages as necessary.

Name and Rate	PRD	NEC	Ship's Store Operator		Ship's Store Records Keeper		Leading SH		Vending Operator		Bulk Custodian		Barber		Laundry Supvr		Cash Collection Agent		Training PO	
Not used			C[33]	Q[34]	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[33] Use a check mark to indicate this as the Ship's Serviceman's **current** assignment. (C = current)
[34] Use a check mark to indicate the Ship's Serviceman is **qualified** in this PQS element. (Q = qualified)

**Disbursing
Training Requirements**

USS: _____

Self Assessment performed: _____ (date)

Last SMI: _____ (date)

Next Deployment: _____ (date)

Reviewed by: _____ (name)

Required Training:	Length	Graduate(s)	PRD/NEC
(FTC) DK Fiscal[35]	12 days		
(FTC) Travel Payments	12 days		
(FTC) Afloat Automated Pay Specialist	5 weeks		
ATM training - avail through NCR			
Others:			
CINCLANTFLT Disbursing Assist	1-3 days		
PATG Disbursing Assist	1-3 days		

[35] Two graduates minimum

DK Manning and Support						
1. In the space below indicate the number authorized and number assigned for the following DK rates.						
DKCM/DKCS	DKC	DK1	DK2	DK3	DKSN/SA	OTHER
Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:	Authorized:
Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:	Assigned:
2. How many prospective gains in the next 6 months?						
3. How many prospective losses in the next 24 months?						
4. Review required NECs. How many, and which, are prospective losses in the next 24 months?						
5. When was last CINCLANTFLT Field Assist Team audit?						
6. Dates of last four random quarterly cash verifications?					Date:	
Do the dates indicate a random pattern?					Date:	
					Date:	
					Date:	
7. Number of outstanding travel claims? (Avg. time to process should be 10 working days).					Oldest claim?	

8. **Overpaid Accounts**. List all overpaid accounts:

Date overpaid	Member name	Amount	Status

9. **Description of Work**. Attach pertinent sections of the divisional CSMP. Annotate approved 2K's for next maintenance period and those items which are scheduled for ship's force accomplishment. Will any of these projects interfere with normal operations either from a space or personnel perspective?

Disbursing Personnel Qualifications

10. Use the space below to indicate the different billets your people have held. The objective is to get a sense for the degree of cross training and personnel use onboard your command. Copy and attach addendum pages as necessary.

Name and Rate	P R D	N E C	Fiscal Clerk		Travel Clerk		Deputy		UMIDS/ Payroll Clerk		Auditor Supervisor		Agent Cashier		ATM Cashier/ Custodian		Training PO	
Not used			C[36]	Q[37]	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q	C	Q

[36] Use a check mark to signal this as the Disbursing Clerk's **current** assignment. (C = current)

[37] Use a check mark to signal the Disbursing Clerk is **qualified** in this PQS element. (Q = qualified)

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INDEX